

Job Title: Assistant Clerk/ Treasurer

Location: City of Independence

Department: City Clerk Office

Employment Type: Full-Time/ Benefit Package

Pay Range: Dependent on Qualifications and Experience

Closing Date: August 30, 2024, at 11:30am

About Us:

City of Independence is a vibrant and growing community dedicated to providing excellent public service to our residents and community. The Clerk's Office is seeking a motivated and organized individual to join our team as an Assistant Clerk/Treasurer. This role is integral to the efficient operation of the Clerk's Office and ensures that we continue to provide exceptional service to our residents and supporting the financial integrity of our municipality.

Job Summary:

The Assistant Clerk/Treasurer provides administrative support to the City Clerk/ Treasurer and assists in managing the office's daily operations. Responsibilities include maintaining official records, preparing documents, assisting with meetings and events, and responding to public inquiries. Along with assisting in daily financial transactions, maintaining accurate records, preparing reports, and ensuring compliance with local, state, and federal regulations. The ideal candidate will possess strong analytical skills, excellent attention to detail, organizational skills, and a commitment to excellent public service.

Key Responsibilities:

- Assist City Clerk/ Treasurer with preparation and managing financial operations, including budgeting, accounting, and financial reports and statements.
- Oversee the preparation and processing of invoices, payments, and payroll.
- Assist City Clerk/ Treasurer to maintain accurate financial records and documentation.
- Prepare financial reports for review by the City Clerk/ Treasurer and other stakeholders.
- Ensure compliance with local, state, and federal regulations related to records management.
- Ensure compliance with financial policies, regulations, and best practices.
- Respond to financial inquiries from staff, vendors, and the public.
- Assist City Clerk/Treasurer with managing and maintaining official municipal records and documentation.
- Prepare and process various documents, including meeting agendas, minutes, and public notices as assigned by the City Clerk/Treasurer.
- Perform the preparation, data entry, and maintenance of reports and records in databases.
- Provide administrative support for meetings, including scheduling, preparing materials, and recording minutes assigned by the City Clerk/ Treasurer.
- Perform other related duties as assigned by the City Clerk/ Treasurer.

Qualifications:

- High school diploma or equivalent; Associate's degree or higher education preferred.
- Minimum of 3 years of experience in an administrative, clerical, accounting, or financial management role.
- Strong knowledge of office procedure, record-keeping practices, accounting principles, and financial regulations.
- Proficiency in accounting software, office management software, and Microsoft Office Suite.
- Excellent organizational and time-management skills.
- Strong written and verbal communication skills.
- Ability to handle sensitive and confidential information with discretion.
- Ability to work independently and as part of a team.

Preferred Qualifications:

- Bachelor's degree in Accounting, Finance, Public Administration, or a related field preferred.
- Certification as a Certified Public Accountant (CPA) or similar professional designation.
- Experience working in a municipal or public sector environment.
- Familiarity with municipal codes and regulations.

Application Process:

Interested candidates can submit a resume, cover letter, three professional references, copy of driver's license and social security number to Tiffany Bautch, City Clerk/Treasurer by August 30, 2024, at 11:30am:

Tiffany Bautch, City Clerk/ Treasurer
PO Box 189
23688 Adams Street
Independence, WI 54747
Email: cityclerk@independence.wi.gov

This position has a six-month and one year probationary review period. Further descriptions are available at the City Clerk's Office or by visiting the City website at www.independencewi.org.

In your cover letter, please describe your experience and why you are a good fit for this position. Driver's license and social security number will be needed for Employment background check prior to interviews. Applicants will be notified by phone for potential interviews following the closing date of applications.

Equal Opportunity Employer:

City of Independence is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.