



**City of Park Falls**  
**Position Description for**  
**CITY TREASURER/FINANCE DIRECTOR**

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**GENERAL NATURE OF POSITION**

The City Treasurer/Finance Director reports to the City Administrator and is responsible for assisting the Administrator with the sound management of City investments and expenditures using standard government accounting procedures. The City Treasurer/Finance Director is responsible for working with the Administrator, Mayor and Council members to prepare the annual budget and supervise monthly expenditures and receipts in accordance with the Treasurer duties as defined in Wisconsin Statutes and the Park Falls City Ordinances.

The City Treasurer/Finance Director supervises the City Clerk and the Deputy Clerk/Treasurer position. The City Treasurer's performance is evaluated by the City Administrator. This is an exempt position.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Reconciles the City's various bank accounts monthly.

**City Treasurer/Finance Dir.  
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- Collects and receives monies from the public, financial institutions, and various City departments. Oversees and coordinates with City staff annual property tax collections.
- Provides City Administrator, Mayor, City Council, and all departments, monthly revenue, and expenditure reports.
- Oversees accounts payable by confirming all bills with departments and pays such bills on a timely basis. Submits Accounts Payable reports for City Council approval.
- Performs accounts receivable by billing for City services on a timely basis and sending out timely delinquency notices.
- Coordinates with City Administrator on special assessments, special charges, delinquent utility payments and delinquent personal property taxes when payment is received from the County or individuals.
- Performs utility billings.
- Analyzes and complete journal entries to the City accounting software monthly and at year-end.
- Monitors City debt with City Administrator and makes debt payments when due.
- Performs City payroll duties. Issues payroll checks to City staff. Updates, monitors and maintains employee fringe benefit accounts. Issues liability payments associated with payroll on a timely basis (i.e. deferred compensation, insurance premium share, union dues).
- Assists the City Administrator with annual City budget preparation and once approved enters approved budget into City financial software system.
- Disperses W-4's and WT-2's to all City employees and updates/maintains all payroll records. Files federal withholding and FICA (on-line) for each payroll. Assists new employees with all necessary forms (i.e. payroll, retirement, insurances). Prepares and disperses W-2's to City employees and completes and submits yearly reports to IRS, SSA and State of Wisconsin.
- Prepares and compiles necessary information for annual City audit.
- Prepares and issues 1099 Miscellaneous forms to City vendors.
- Prepares and submits annual Public Services Commission report for the Park Falls Water Utility and assists in preparing any necessary water rate studies/analysis.
- Prepares and submits Wisconsin Department of Revenue Annual Financial Report.
- Performs and submits annual Wisconsin Retirement reconciliation and disperses WRS statements to City employees.
- Assists with issuance of City permits and licenses as City park/facility reservations as may be necessary.

## **City Treasurer/Finance Dir. Position Description-3**

- Assists with answering phones, citizen requests for service and other general responsibilities of the City Administrative Office.
- Monitors and assists in the enforcement of City Ordinances, Resolutions, State Statutes, and City Council directives.
- Attends all required meetings of the City Council and other City boards, commissions and committees. May record and prepare minutes of such meetings as may be directed by the City Administrator.
- Attends professional meetings, seminars, and conferences to maintain current knowledge of Treasurer's duties and responsibilities.
- This position is also responsible for other duties, special projects, and responsibilities as assigned by the City Administrator. This position may also delegate any of the above duties and responsibilities to the City Clerk, Deputy Clerk/Treasurer or other city staff as may be appropriate for the efficient and effective operation of the City.

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND/OR EXPERIENCE**

Bachelor's degree in accounting, business or public administration or related field;

Municipal finance and/or public accounting work experience; minimum of two (2) years of municipal accounting or five (5) years general accounting experience is preferred. Associate degree in accounting with a minimum of five (5) years of municipal accounting experience will be considered.

Applicant should understand Payroll and HR System software. The City is transitioning, so a familiarity of Civic and/or Workhorse Software systems would be desired.

Certified Municipal Treasurer of Wisconsin (CMTW) and/or Certified Municipal Clerk of Wisconsin (CMCW) or the desire to obtain one or both certifications is strongly encouraged.

Must be bondable according to State Statutes.

Additional continuing education and training may be required.

**City Treasurer/Finance Dir.  
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**RESIDENCY**

Residency within the City is encouraged.

**ESSENTIAL KNOWLEDGE AND PERFORMANCE ABILITIES**

- Ability to use computer-based applications for word processing, financial management (accounting, payroll and spreadsheets) and database management.
- Knowledge of municipal budgeting and financial management principles and practices, including fund accounting and utility accounting consistent with policies and rules set by state agencies and generally accepted accounting practices (GAAP).
- Ability to train and supervise others.
- Ability to effectively administer routine and non-routine activities of the City, analyze and implement policy, manage financial resources, communicate verbally and in written form, build consensus, and manage change.
- Ability to analyze accounting and financial data, prepare reports and maintain accurate records.
- Ability to identify and implement process modifications to improve operational performance. Ability to access, input, and retrieve information from computer systems, along with the ability to learn and operate software programs, as necessary, to conduct business processes efficiently and effectively.
- Ability to share information readily between city administration, public works, police, fire/ems, building inspector/assessor, library and other city staff.
- Ability to maintain confidential information.
- Requires ability to work closely and courteously with the city staff, general public, Mayor and City Council. Requires ability to maintain clear and concise records and to manage information using effective record and file organization. Word processing using correct English grammar and spelling is required. Requires ability to initiate and receive correspondence using the City telephone and electronic mail systems. Requires the use of other office equipment and tools, such as; copiers, fax machines, computers and calculators. Requires knowledge of modern office practices.
- Ability to calculate, compare, edit, evaluate, interpret, organize, consult, analyze, plan, design, document, specify, coordinate, implement, present, supervise and manage. Ability to react to change productively and to complete tasks initiated and/or assigned. This position requires the ability to multi-task and manage interactions appropriately with the public, Mayor and City Council and co-workers.
- Ability to work independently and complete projects without constant guidance and supervision.

**City Treasurer/Finance Dir.  
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**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

Requires prolonged sitting, frequent bending, stooping or stretching. May require lifting up to 30 pounds. Requires eye-hand coordination and manual dexterity. Requires the ability to distinguish letters and symbols. Requires the ability to adjust and operate office equipment. Hearing is required.

**WORK SCHEDULE**

Monday through Thursday – 8:00 a.m. to 4:00 p.m.  
Friday – 8:00 a.m. – 12:00 p.m.

**The City of Park Falls is an Equal Opportunity Employer**

I have read and acknowledge receipt of the above job description:

Name \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_