

Town of Springfield Clerk/Treasurer Skills and Duties

Recommended Skills/Qualifications:

Strong listening, verbal and written communication and organizational skills.

Strong attention to detail.

Proficient in Microsoft Word, Excel, Outlook and Internet Explorer.

QuickBooks accounting software experience is a plus.

Ability to learn other required software including website administration.

Ability to work professionally and congenially with a wide variety of people in multiple situations.

The ability to work independently and efficiently to accomplish the tasks, duties, and responsibilities of the town clerk as directed by Wisconsin Statutes, the town board chair, and the town board of supervisors.

Independent decision-making skills.

Ability to prepare a variety of documents.

Available during daytime business hours.

Bondable.

Clerk/Treasurer Duties:

Monthly Responsibilities

- Post Meeting Agendas
- Process Payroll and pay Federal Withholding
- Generate Bills to be Paid report for town board approval
- Balance checking accounts and prepare treasurer's report
- Generate meeting handouts
- Attend meetings of the board and keep a full record of its proceedings
- Pay approved bills
- Write up and post meeting minutes
- Deposit income received

Quarterly Responsibilities

- File quarterly payroll reports – 941, WT-6, Unemployment

Other Responsibilities

- Respond to inquiries from the general public
- Respond to open record requests
- Respond to special assessments
- Generate customer invoices as needed
- Recycling Grant
- Send auditor W-2 and 1099 information
- Provide auditor with information for the financial audit
- Complete Worker Comp Audit
- Dog Licensing

- Liquor Licensing
- Prepare Budget & keep balanced
- File State Sales Tax Report
- Prepare Annual Meeting handouts
- Complete the town levy limit worksheet
- Send out RE Property Tax Statements
- Board of Review
- Publish or post ordinances and resolutions
- Administer website changes
- Retain all public records that are required
- Compose letters and other documents for Board members at their request
- Provide information and assistance to the Town Assessor
- Complete numerous forms for the federal, state and other agencies
- Maintain cemetery records

Election Responsibilities

- Administer all phases of all elections
- Publish and/or post legal notices
- Recommend poll workers for approval by the Town Board
- Maintain a poll list for the Town
- Prepare and mail absentee ballots
- Train Election Poll Workers
- Maintain required training credits
- Perform pre-test and public test of election machines
- Caucus duties (odd years)
- Prepare all documents required by county