



DUTIES AND RESPONSIBILITIES OF THE VILLAGE TREASURER

Approved VBM 5-8-17

A. General duties

1. Attend Village board meetings monthly
2. Attend committee meetings as requested
3. Disburse financial and related information to public in accordance with open records law
4. Perform document retention maintenance of files pertaining to assigned duties in accordance with WI Statutes
5. Attend seminars, conferences, school, professional district meetings and workshops related to Treasurer's duties and responsibilities to keep abreast of developments/changes in municipal government and maximize the department's performance level
6. Maintain notary public designation

B. Manage village financial functions in accordance with GAAP and GASB standards

1. Reconcile all Village financial accounts monthly
2. Keep just and accurate detailed accounts of all financial transactions in accordance with WI Statute §61.26(5), maintaining the general ledger and journal entries respectively
3. Process coded invoices received, cutting checks for disbursements in accordance with WI Statute §61.26(4) (*accounts payable*)
4. Monitor Village debt and make timely payments for all municipal and enterprise funds
5. Recording and depositing upon receipt, Village funds in the public depository designated by the Village Board in accordance with WI Statute §61.26(3) (*accounts receivable*)
6. Manage financial account transfers to meet Village's cash flow needs
7. Collection and, if necessary, reporting to Sheriffs Department of NSF checks
8. Prepare and compile information for annual audits and assist auditors during week of field work
9. Ensure the preservation of all municipal funds at designated financial institution(s)
10. Process and submittal of credit applications to vendors as requested
11. Generate invoices for various village services and bill-backs as needed

C. Financial reporting

1. Render an account and settlement of all official transactions of municipal and enterprise funds to the board annually at its last meeting prior to the annual election in accordance with WI Statute §61.26(6) (*annual audit report*)
2. Create reports as requested by the Village Board of Trustees and its standing committees
3. Filing of all mandatory financial reports with the WI Dept. of Revenue in accordance with WI Statutes for all municipal and enterprise funds

D. Administer collection of room tax in accordance with WI Stat. §66.0615

1. Manage monthly collection of room tax from area lodging provider(s)
2. Reconcile room tax submittals with WI Sales Tax reports submitted to WI DOR by area lodging provider(s)
3. Disburse 70% of room tax collected to Belgium Area Chamber of Commerce monthly in accordance with WI State Statues
4. Collect annual report from Belgium Area Chamber of Commerce outlining purposes for which room taxes were used
5. Report to the WI Department of Revenue by May 1st annually:
 - Room tax rate imposed and the amount of room tax collected in the previous year
 - Detailed account of the amounts of revenue that were forwarded for tourism promotion and development, specifying the tourism entity to which the funds were submitted in the previous year
 - A list of each member of the governing body of the tourism entity to which the municipality forwarded room tax revenue in the previous year, and the name of the business entity the member owns, operates, or is employed by, if any.

E. Manage payroll and human resources functions

1. Execute payroll processing on a biweekly basis
 - Schedule payroll ACH file to auto deposit salaries into each employee's indicated account
 - Update and monitor employee sick, holiday, and paid time off
 - Issue liability payments associate with payroll on a timely basis (deferred compensation, insurance premium share, AFLAC, etc.)
2. Perform new employee reporting to WI Dept. of Labor in accordance with WI Statutes
3. Update payroll system annually with necessary changes such as insurance premiums due, salary changes, Wisconsin retirement withholdings due, flexible time off, sick time, etc.
4. Disburse W-4 and WT-4 forms to employees and update payroll accordingly
5. Manage unemployment reporting, claims processing, and follow-up
6. Submit biweekly federal and monthly state payroll taxes and reporting
7. Issue monthly Wisconsin Retirement System reports, enroll all new eligible employees in WRS, and perform annual reconciliation and submittal by January deadline
8. Produce and distribute W-2's to employees, IRS, SSA, and State of Wisconsin by January 31st annually
9. Produce and distribute 1099-MISC forms to applicable vendors annually by January 31st
10. Maintain personnel files

F. Dog licensing

1. Oversee issuance of annual dog licenses in accordance with WI Statutes
2. Forward relevant information as appropriate to village marshal and deputy marshal
3. Oversee and record deposits of license fees collected
4. Reconciliation, reporting, and settlement of collected license fees with county annually

G. Administration and management of real estate and personal property tax collections

1. Certify to Village Clerk annually all delinquent utilities, delinquent accounts, and special assessments to be applied to property tax roll in accordance with WI Statutes
2. Receive prepared tax roll from clerk
3. Receipt and record all property and personal property tax payments
4. Ensure secure deposit of tax revenues into designated financial institution(s)
5. Resolve collection & settlement discrepancies relating to property taxes per WI Statutes
6. Reconcile tax settlement to be remitted to State of Wisconsin, Ozaukee County, area school district, and technical college
7. Monitor and record tax collections disbursed from Ozaukee County Treasurer after January 31st
8. Oversee receipt of and record State shared revenues, general transportation aids, exempt computer aids, and first dollar credits
9. Provide tax collection information to the public as appropriate

H. Manage water and sewer department administrative financial functions with Administrative Assistant

1. Keep just and accurate detailed accounts of all financial transactions of the municipal utility in accordance with WI Statutes, maintaining the general ledger and journal entries respectively
2. Process auto-pay utility bill payments on the utility bill due date quarterly
3. Process utility bill receivable batches in Workhorse for all check/cash payments
4. Make utility bill collection deposits for all check/cash payments
5. Process accounts payable on behalf of Water and Sewer Utility accounts
6. Reconcile water and sewer utility account discrepancies
7. Annually assess inactive utility account balances under \$20 for write-off, process account adjustments, and report to Village Board (and audit firm) as per board policy
8. Calculate delinquent utility account balances as of November 15th each year, and deliver to Village Clerk to be applied to the tax roll annually in accordance with WI State Statutes.
9. Manage annual PSC reporting in coordination with Village audit firm in accordance with WI Statutes

I. Shared duties with the Village Clerk

1. Tax incremental finance district financial reporting and tracking per WI Statutes
2. Create, manage, and update new employee forms
3. Assist new employees with all necessary paperwork (direct deposit form, I-9 form and respective documentation, W-4 form, and WT-4 form)
4. Administrative and clerical assistance to the village board for annual budget
5. Execute/file an official bond and maintain bondable status per WI State Stat. 632.17(2)
6. Perform Village Clerk functions in the absence of the Village Clerk

J. Special projects as requested by the village board

K. The Village Treasurer is responsible for all statutory duties detailed in Wisconsin State Statutes or required by the Belgium Village Board of Trustees.

L. You must read, understand and follow the employee manual.

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF EMPLOYEE HANDBOOK & JOB DUTIES

I hereby acknowledge receipt of the Village of Belgium Employee Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with the Village of Belgium that provides otherwise, I have the right to resign from my employment with the Village of Belgium at any time with or without notice and with or without cause, and that the Village of Belgium has the right to terminate my employment at any time with or without notice and with or without cause. I further acknowledge and understand that my duties and responsibilities may change as deemed necessary by a majority vote of the Village of Belgium Board of Trustees in order to best serve the residents of the community.

I have read, understand and agree to all of the above. I have also read and understand the Village of Belgium Employee Handbook.

Employee Signature _____

Print Name _____

Date _____

CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about the Village of Belgium, its trustees, or residents as a result of working for the Village of Belgium that is not otherwise public record per Wisconsin State Statutes, constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by the Village of Belgium or to other persons employed by the Village of Belgium who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of the Village of Belgium’s confidential information is prohibited. Any employee who discloses confidential information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Signature: _____

Print Name: _____

Date: _____

A copy of all pages contained herein, including signature pages, is to be given to employee upon completion.