

CITY OF OCONTO FALLS, WISCONSIN

POSITION DESCRIPTION

Revised 9/9/03

Revised 6/5/2026

POSITION TITLE: Deputy Treasurer
DEPARTMENT: Administration
SUPERVISOR: City Administrator
RATE: \$25.00-\$29.00 hour depending on qualifications
HOURS: 8:00 a.m. to 4:30 p.m., Monday-Friday

GENERAL POSITION DESCRIPTION:

The Deputy Treasurer is responsible for the overall maintenance of the City and Utility financial accounting and reporting system including, but not limited to, tax roll recording and settlement, general ledger, payroll including benefits, cash receipts, accounts payable, accounts receivable, coordination of current GASB requirements, and budget preparation. In addition, this position is responsible for City cash and investment management. This position requires a technical background in accounting and computers. The Deputy Treasurer reports directly to the City Administrator. The Deputy Treasurer communicates with all departments to ensure that all required accounting information is being completed appropriately and on a timely basis. This position is appointed by the City Administrator according to Wisconsin Statutes 62.09(11)

1. EDUCATION AND EXPERIENCE REQUIREMENTS:

- A. Bachelor's degree in accounting, finance, business administration, public administration or a related field preferred. Minimum three years of accounting experience, preferably in a local government or utility; or any combination of education and experience that provides the necessary knowledge, skills and abilities.
- B. Working knowledge of computer software applications for accounting and spreadsheet management, word processing, financial and database management. Ability to generate monthly financial statements
- C. Knowledge of municipal budgeting and financial management principles and practices, including policies and rules set by state agencies and current (GAAP) and (GASB) generally accepted accounting practices including audits.
- D. Strong oral and written communication skills and analytical abilities.
- E. Ability to maintain confidentiality of sensitive financial information.

2. PHYSICAL REQUIREMENTS:

Work is generally performed in a climate-controlled office environment with minimal physical exertion. There are rare occasions when the Deputy Treasurer may need to travel to off-site departments, other governmental agencies, employees or citizens outside of the office. Activities include occasional written and verbal communication with Council members and citizens, and frequent communication with employees, consultants, and the management staff. Requires ability to present information in a formal setting to the mayor, city council, utility commissioners and members of the public. Extensive use of computers to analyze data, produce reports and verify financial information. Use the telephone extensively to communicate with numerous parties to address concerns and issues. Must have ability to sit or stand for long periods of time. Ability to work at a computer for extended periods of time.

3. DUTIES, POWERS AND RESPONSIBILITIES:

- A. To coordinate and complete all City and Utility accounting functions accurately and on a timely basis.
- B. To prepare financial reports for City management, Utility management, governing bodies (elected and appointed) and effectively communicate financial information. Also required to provide financial information to department heads and assist as requested in the interpretation of financial reports.
- C. To effectively communicate with vendors, other governmental bodies, and city residents to resolve problems and disputes, answering questions and concerns.
- D. The preparation of accurate reports for Administrator, Department Heads, Council and regulatory agencies.
- E. To provide adequate safeguards and controls over City, Utility and Library financial assets and records.
- F. To effectively communicate with independent auditors and coordinate year-end accounting audits, closing and financial reporting activities.
- G. Ability to comply with GAAP and GASB standards, federal guidelines, state statute, and regulatory directives.
- H. To effectively handle risk management activities including involvement with health insurance claims, workers compensation reports and general insurance policies.

- I. Ability to multi-task in a high paced environment.
- J. The Deputy Treasurer will prepare payroll checks and vendor checks at a minimum of 24 hours prior to distribution or as directed by the City Administrator.
- K. Reasonably available to attend after-business-hours meetings or classes as directed by the City Administrator.
- L. Ability to maintain a professional level of interaction with the public, Council Members, and fellow employees.
- M. Must have a high level of personal motivation.
- N. Coordinator for bringing the City into compliance, and keeping the City in compliance once reached, with current GASB requirements.
- O. Other duties from time to time may be assigned by the City Administrator.

The City of Oconto Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Utility will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CITY OF OCONTO FALLS, WISCONSIN
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