

Village of Whiting

Job Description

Position Title: Clerk/Treasurer

Position Objective

The Village of Whiting, located in the central Wisconsin area, seeks a proactive Clerk/Treasurer to lead municipal finance, records, and election administration. The role reports to the Village President and manages budget development, revenue and expenditure tracking, and regular financial reporting while ensuring compliance with Wisconsin law. The position requires frequent coordination with Village committees, legal counsel, insurance agents, state and federal agencies, neighboring municipalities, law enforcement, and elected officials. The ideal candidate exercises discretion, initiative, and sound judgment in a small-town municipal setting. Supervises the Deputy Village Clerk, custodial staff, and other assigned personnel.

Essential Job Functions

Financial Management

- Collect and record all municipal revenues (taxes, service fees, charges)
- Track expenditures and ensure alignment with the approved budget
- Prepare wire transfers for debt service and tax settlements
- Provide regular financial reports to officials and state authorities
- Attend Financial Advisory Board meetings and serve as Investment Officer
- Assist in budget development and prepare materials for Finance Committee and public hearings

Records & Legal Compliance

- Serve as custodian of all municipal records (code, ordinances, resolutions, contracts, agreements)
- Ensure meeting minutes comply with Wisconsin law
- Educate staff and officials on open meetings and records laws
- Respond to public records requests

Elections & Reporting

- Maintain WisVote system and train election workers
- Report to Wisconsin Election Commission
- Conduct ADA compliance surveys and Census Bureau reports
- Administer municipal elections in accordance with state and local laws
- Publish election notices and conduct official canvass

Meetings & Governance

- Prepare agendas, materials, and minutes for Village Board, Plan Commission, Board of Review, Budget, and other committees
- Draft legal notices and collaborate on ordinance/resolution language

- Coordinate with Village President and Attorney on governance matters

Contracts & Vendor Relations

- Negotiate contracts for municipal buildings and services
- Represent the Village in intergovernmental and private negotiations
- Evaluate and recommend providers for audits, banking, insurance, and technology
- Develop bid specifications and manage appraisal contracts

Assessment & Review

- Review assessment roll and respond to inquiries
- Publish legal notices and organize public meetings
- Serve on the Board of Review

Personnel Management

- Supervise and evaluate assigned staff
- Schedule time off and monitor project completion
- Conduct annual evaluations
- Apply disciplinary action when necessary
- Foster a productive and ethical work environment

Requirements

- High school diploma or GED; additional coursework in accounting, records management, HR
- Bachelor's degree in business, accounting, public administration, or related field preferred
- Completion of Clerk's certification and Treasurer training
- 3–5 years of progressive administrative and financial experience
- Strong knowledge of municipal finance practices
- Ability to manage contracts, leases, and agreements
- Skilled in budget development and legal documentation
- Familiarity with Wisconsin state law relevant to Clerk/Treasurer duties
- Professional, ethical, and discreet conduct
- Effective public relations and communication skills
- Ability to meet deadlines and work flexible hours
- Proficient in office equipment and computer systems
- Valid Wisconsin driver's license
- Ability to lift up to 35 pounds
- Must be bondable
- Must meet statutory definition of confidentiality (s. 111.81(7), Wis Stats)

This job description is intended to outline responsibilities, qualifications, and working conditions. It is not exhaustive and may be modified by the Village as needed.

This position offers a competitive salary range of \$62,000 --\$82,000. Final offer will be based on experience, education, and certifications. Standard municipal benefits are offered including health and dental coverage, disability, life, retirement plan, paid time off and paid holidays.