



## CITY TREASURER POSITION DESCRIPTION

### **General Statement of Duties:**

The City Treasurer is responsible for the accounting, reporting, and managing the city's financial activities, including governmental activities as well as the electric, water, sewer, and stormwater utilities. The position requires the exercise of judgment, initiative, and discretion based upon a knowledge of Wisconsin state law and municipal administrative and/or operating policies and procedures. The City Treasurer reports to the City Administrator.

### **Distinguishing Features of the Position:**

The Treasurer is a hands-on role, requiring significant contributions to the team's overall output. The position is part of the Leadership Team and oversees the City's finances, including collecting and processing property taxes, managing cash and investments, overseeing payroll, utility accounting, and budget preparation. This role also requires managing accounts payable and receivable, handling utility billing, and ensuring compliance with state and federal financial laws and regulations.

At all times, the City Treasurer must act with the highest levels of trust and integrity.

### **Core Job Duties:**

#### **Statutory and Administrative Responsibilities**

- Perform City Treasurer duties per Section 62.09(9) of Wis. State Stat.
- Implements policies and directives of the City Administrator.
- Ensure compliance with all lending and bond covenants.
- Maintain all Tax Incremental District financial records and file required reports.
- Prepare and file annual reports with the State of Wisconsin and related agencies.
- Coordinate with other departments on financial matters.
- Assist the onboarding of new team members and provide Human Resources support for staff when the Executive Assistant is unavailable. (IE employee tax and benefit forms, payroll, employee policies, recruitments, etc)
- Serve as a Notary Public.
- Perform other duties as assigned

#### **Staff Management:**

- Responsible for managing Utility Billing Clerks and similar administrative staff involved in day-to-day financial activity (billing, procurement, disbursement)
- Manage and take steps to maximize the segregation of duties among staff.
- Structure responsibilities and assignments to provide effective internal controls.
- Provide annual reviews of all direct reports per City policy.

#### **Tax and Billing Collection:**

- Collect all real and personal property taxes, prepare the tax roll, and send out tax notices.
- Oversee the billing for city services and utilities.

- Make property tax settlements with the County Treasurer and disburse funds to other taxing jurisdictions.
- Regularly review real estate development agreements; calculate and submit periodic billings in accord with those agreements.

**Financial Management:**

- Operate in accord with Generally Accepted Accounting Principals and the City's Fiscal Policy Handbook.
- Manage all city financial activities, including payroll, inventories, accounts payable, and accounts receivable.
- Serve as primary custodian of all financial records, including contracts, agreements, capital asset records, bond filings, and other relevant documents.
- Manage funds to meet the City's cash flow needs and ensure idle funds are properly invested.
- Lead the preparation and compilation of the annual city budget and financial reports.
- Oversee and negotiate insurance coverages and manage claims on all City and Utility property.
- Manage periodic physical inventories of City personal property.
- Manage the City's primary financial relationships, including financial advisors, banks and lending institutions, and software vendors.
- Participate and attend meetings of the Finance Committee, Common Council, and other meetings as required.
- Conduct research and create analysis to provide decision support for public officials, as necessary. Coordinates and may perform Bank Reconciliation process
- Acts as Custodian of Petty Cash
- Administers utility fixed assets and depreciation schedules.
- Oversees the maintenance of general property inventory and depreciation of fixed asset accounts.
- Oversees the tracking and balancing of utility material inventory, project estimates, and other related aspects of project accounting.

**Reporting and Compliance:**

- Manage general and subsidiary ledgers and manage the timely posting of all journal entries to ensure financial records accurately reflect the City's state of affairs.
- Manage all required financial reporting, including submitting periodic reports to other governmental entities.
- Assist the city's external auditor with the annual financial audit.
- Ensure all financial activities comply with Wisconsin state statutes.
- Provide relevant information to elected officials and citizens, including issuing quarterly treasurer's reports, postings to the City's website and assisting Clerk in responses to Freedom of Information Act requests.

**Required knowledge, skills, and abilities:**

- A bachelor's degree from an accredited University or College, majoring in accounting, finance, public administration, or a related field. An equivalent combination of education and experience will be considered.
- Three-plus years experience in Public Accounting, demonstrating progressive responsibility.
- Experience in municipal government finance is highly desirable.
- Proficiency with accounting software (e.g., Caselle/Civic preferred) and standard office applications (e.g., Microsoft Excel, Word) is necessary.
- Strong knowledge of modern accounting methods and practices.
- Ability to work independently and manage multiple priorities in a fast-paced environment.
- Able to input numerical data without transposition errors.
- Good communication and interpersonal skills.
- Continuing education and potential certifications for the position are required.

**Tools and equipment used:**

Personal computer, software, telephone, 10-12 key calculator, electric typewriter, copy machine, fax machine, optical scanner, postage meter, and all other equipment required to perform the duties and responsibilities of this position.

**Physical demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities.

While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy.

To maintain consistency and availability to other department heads and staff members the majority of hours worked in a week will range from 7:00 AM to 5:00 PM; Monday through Friday. An unpaid lunch break at a mid-point of the shift is required and additional hours for meetings may be required.

**Compensation:**

The employee reports to the City Administrator is reviewed annually, and at will and non-represented. The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 15.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description of the City Treasurer does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Approved by Finance and Labor Relations Committee 10/08/2020. Reviewed by the Municipal Services Committee 07/25/2023. Revised by Finance and Labor Relations Committee 10/06/2022, 08/03/2023, 12/3/2025, and 4/8/2026.