



Position Description

Job Title	Deputy Treasurer/Human Resource Coordinator
Department	Finance
Employment Status	Full time
Exempt/Non-Exempt Status	Nonexempt
Scope of Work	
<p>The Deputy Treasurer/Human Resource Coordinator is a full-time, hourly position that reports to the Finance Director/City Treasurer. The employee is responsible for assisting in the proper administration of the financial affairs and fiscal records of the City as well as the primary contact for employee human resource matters.</p>	
Supervision	
Received	Finance Director/City Treasurer
Exercised	None

Essential Job Functions: The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Manage the payroll system including payroll inquiries, changes and updates, and state/federal reporting.
- Administer the on-boarding and off-boarding procedures for employees including enrolling/terminating employees in fringe benefits and maintaining employee records.
- Provide resources and coordinate training opportunities for City staff.
- Monitor internal complaints including documenting, reporting and following up as necessary.
- Manage accounts payable responsibilities including gathering documentation for payments, creating and verifying payment authorizations, entering invoices for payments, processing payments, and filing documentation.
- Follow the accounts payable checklist by updating the general ledger, creating allocations, and completing the check register steps by printing, filing, and sharing with Finance Director and City Administrator on a weekly basis.
- Reconcile monthly City bank statements with associated GL accounts.

- Maintenance of accounts receivable-related invoice processing and collection including general invoicing for customers, departments within the City, and Delinquent Personal Property Tax Collection; as well as assisting with yearly certification for Tax Roll.
- Assists in the preparation of financial reports for state and federal governments, City council, and external audits.
- Assist with the cash management functions; investments and reconciliation.
- Support the Utility Billing Clerk in customer inquiries and processing of payments.
- Provide assistance to other departments, officials, and agencies as requested in regard to payroll, and associated confidential personnel information.
- Assist Finance Director in the coordination of insurance and fringe benefits for the city and its employees.
- Process and maintain worker compensation and property/liability insurance claims and other temporary disability payments within the payroll and benefits area.
- Perform general clerical duties such as typing, filing, word processing, spreadsheets, data entry, and retrieval in the Finance Department.
- Manage inquiries related to the City's Title VI/Nondiscrimination Act and LEP regulations in regard to the City's federally funded transportation activities. This includes reviewing, tracking, and investigating Title VI/Nondiscrimination and LEP complaints.
- Conduct background checks on all new employees and volunteers using the Department of Justice's online platform.

Other Job Functions

- Performs related duties as assigned.
- Acts as backup to Utility Billing Clerk in their absence.

Requirements of Work

Graduation from an accredited college or university with a Bachelor's Degree in Accounting or a related field, and at least 3 years of professional experience in a financial capacity; municipal government experience preferred; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • Business English (grammar, punctuation, spelling, and tone) and basic math. • Basic knowledge of Microsoft Office applications. • General Accepted Accounting Principles. • The theory and practice of government finance, treasury and cash management functions. • State and federal laws related to human resource matters, payroll, and tax reporting requirements. • The use of standard office equipment including computers and relevant software.
Ability to	<ul style="list-style-type: none"> • Ability to maintain the confidentiality of all City of Waupaca and employee and client-related concerns. • Ability to understand and effectively carry out verbal and written instruction. • Define problems, collection of data, establish facts and draw valid conclusions.

	<ul style="list-style-type: none"> • Work independently with minimal supervision. • Establish and maintain effective working relationships with supervisors, coworkers and the general public.
Skill in	<ul style="list-style-type: none"> • Customer service. • Organization and time management.

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 essential functions.

- Work is performed in an office setting; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration, and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to bend, crouch, or kneel.
- The employee must occasionally lift and/or move up to 25 pounds.