CITY OF MONTELLO

Clerk/Treasurer position

**General Statement of Duties:**

The City of Montello has an opening for a Clerk/Treasurer, to begin 8-4-25. The Clerk/Treasurer’s position is a combined position as created by the Common Council. The Clerk/Treasurer shall be directly responsible to the Mayor and the Common Council and is a non-union position. It is an appointed position. Normal work hours required for this position will be eight (8) hours per day, five (5) days a week, Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m., with one-half hour lunch.

The position shall require attendance at Council meetings and other meetings and activities outside the normal work hours as required by law or ordered by Council.

**Illustrative Examples of Work:**

The duties of the Clerk/Treasurer are as defined under Wisconsin State Statutes 62.09(9) and 62.09(11) and City of Montello Code of Ordinances Sec. 78-2 General Provisions and including any other relevant sections(s) of the Wisconsin State Statutes.

**Knowledge, Abilities and Skills:**

1. Required to have ability to make decisions based on sound judgement.
2. Skilled in office management, displaying supervisory/leadership ability.
3. Strong knowledge of proficiency in accounting practices (ie: cost accounting, budgeting methods, double entry bookkeeping, payroll, general ledger)
4. Strong knowledge in the operation of computers (ie: data entry, word processing).
5. Skilled and proficient in the operation of general office equipment (ie: calculator, copier, facsimile machine, telephone system).
6. Proficient and accurate in cash collection and receipting.
7. Skilled in public relations to deal effectively with elected officials, city employees and the general public using accurate oral and written communication skills.
8. Knowledge of the functions and organization of municipal government and the workings of the Common Council would be beneficial.

**Acceptable Experience and Training:**

1. An associate degree in accounting from a college or university of recognized standing; or technical school with a major in accounting with experience of a minimum of three (3) years experience in an accounting position; or at least five (5) years experience which provides the required knowledge and skills in modern bookkeeping and accounting practices and principle; or an equivalent combination of training and experience.
2. Shall have accurate typing/keyboarding ability – 50 WPM preferred.
3. Shall be required to maintain confidentiality in matters where confidentiality is required.

For a full copy of job duties and benefits please see the city website: [www.cityofmontello.com](http://www.cityofmontello.com) or email Dawn Calnin at: [dawncalnin@cityofmontello.com](mailto:dawncalnin@cityofmontello.com).

Please submit cover letter and resume to Dawn Calnin, Clerk/Treasurer at [dawncalnin@cityofmontello.com](mailto:dawncalnin@cityofmontello.com) or mail to City of Montello, C/O Dawn Calnin, PO Box 39, Montello, WI 53949. Deadline to submit cover letter and resume is 4 PM on March 31, 2025.

**APPENDIX A**

**Clerk/Treasurer’s Duties and Responsibilities:**

Perform all duties as outlined for City Clerks and City Treasurers in all relevant sections of the Wisconsin State Statues and the City of Montello Code of Ordinances including but not restricted to the following:

1. Prepare for and attend Common Council meetings, act as custodian of records of Clerk/Treasurer and Common Council records.
2. In coordination with the Mayor and Council, prepare agendas for all meetings of the Common Council and insure that all open meeting requirements are fulfilled.
3. Prepare required material for Council meetings.
4. Attend meetings of the Council and keep records of proceedings.
5. Prepare, distribute and publish minutes of Common Council meetings.
6. Maintain City ordinance book and provide information regarding resolutions/ordinances to the public.
7. Administer oaths and affirmations and apply official city seal.
8. Respond to request for public information.
9. Maintain fiscal expenditure, budgetary and recordkeeping functions for the City.
10. Supervise and/or prepare vouchers and issue checks for general government, water and sewer utilities, and all other municipal accounts.
11. Keep fiscal records and account books for all municipal expenditures.
12. Prepare invoices and collect payment for services provided by the City.
13. Record and post all receipts in journals and ledgers.
14. Assist in preparing and monitoring the annual City budget.
15. Prepare and submit tax roll.
16. Prepare and submit expenditure restraint reporting to Department of Revenue.
17. Prepare and submit Levy Limit worksheet to Department of Revenue.
18. Prepare and submit Statement of Taxes to Department of Revenue.
19. Supervise and/or calculate, record and collect special assessments and special charges.
20. Receive real estate tax payments and make appropriate tax settlements of collections.
21. Prepare payroll for all City employees and maintain employee personnel files.
22. Prepare bi-weekly, monthly, quarterly, and year-end reports on employee benefits and taxes, to include monthly WRS and Health Insurance on-line reporting.
23. Prepare employee W2’s.
24. Prepare 1099’s.
25. Provide reports to City Finance and Council regarding the current fiscal statue of budget and fund accounts.
26. Prepare and assist in yearly audit and Insurance payroll audit.
27. Prepare and reconcile bank statements monthly.
28. Maintain the City’s Federal ID for any federal monies, to include the maintaining and reporting of ARPA funds. (same for FEMA if necessary.)

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1. Coordinate, supervise and administer all elections held with the City.
2. Prepare election notices.
3. Prepare ballots, canvas and report results for City elections.
4. Supervise/Administer ballots to absentee voters.
5. Administer Oath of Office to newly elected officials.
6. Perform miscellaneous functions relating to City government:
7. Assist public in applications for liquor licenses, tobacco, soda and operator license and issue and supervise all required licenses.
8. Supervise and/or assist public with building permit applications and request for zoning change applications.
9. Prepare Board of Review notices. Serve on Board of Review. Report to Department of Revenue.
10. Manage City liability, building and worker’s comp.insurances and process any claims.
11. Assign and coordinate duties and functions of the Clerk/Treasurer’s Office.
12. Serve as hub of communications for the City.

The above are some examples of work performed by the Clerk/Treasurer but are not intended to restrict or confine duties required by this position and are not limited to just the duties listed.

Benefits include:

\*paid holidays

\* vacation hours

\*sick leave hours

\* health and life insurance

\* participation in the Wisconsin Retirement System

\* Pay based on experience and qualifications