

TOWN OF HULL
PORTAGE COUNTY WI
Town Treasurer
Job Description

Reporting and Supervision

1. Report and account to Hull Town Chairperson for day to day functions of Job Description.
2. Report and account to Hull Finance Committee and Hull Town Board for Policy and procedures implementation.
3. Comply with Wisconsin Laws pertaining to duties of Town Treasurer.
4. Follow policies and procedures as directed by Town of Hull Board of Supervisors.
5. Establish cooperative working relationships with:
 - a. Hull Town Board
 - b. Town Clerk
 - c. Town Administration
 - d. Road Foreman
 - e. Assessor/Building Inspector
 - f. Fire Chief/EMS
 - g. Chairperson of Park Commission
 - h. Plan Commission
 - i. Portage County Officials
 - j. Citizens and Voters of the Town of Hull
6. **This position is part-time** 12-16 hours a week

1. Town Treasurer

- a. Reconciliation of accounts including but not limited to saving and checking on a monthly basis.
- b. Reviewing and signing all checks issued by the Town of Hull (along with Town Clerk).
- c. Accounting for in Hull records, ACH and depositing on a timely basis all revenue received by the Town of Hull. End of year Budget.
- d. Monitor Hull's investments on a monthly basis and provide a quarterly report to Hull's Finance Committee.
- e. Monitor and review the status of Hull's reserve fund and report to Hull's Finance Committee on a quarterly basis.
- f. Issue dog licenses and account for fees and licenses. Provide reports and revenue to Portage County Treasurer as required.
- g. Taxes – assist in sending out annual property tax bills.
- h. Receive and disburse town money and keep an account of all money received and disbursed.

- i. Paying of bills (accounts)
Treasurer is one of two signatures on checks issued to pay town bills. Review bi-monthly report of itemized listing of bills being paid, compiled by Town Administration. Make copies of checks (for record of signatures) before placing in envelopes and mailing to vendors.
- j. Processing payments received (accounts receivable)
Monitor direct deposits of state electronic transfers into Hull checking account.
- k. Mobile Home Lottery Credit
Provide lottery credit forms in January to owners of mobile home parks for their assistance in distributing lottery credit forms to owners of mobile home in their parks. Distribute mobile home lottery credit forms to mobile home owners as required by law. Collect lottery credit forms and submit lottery credit report to State of Wisconsin by March 31 of each year.
- l. Delinquent personal property tax – send letter (computerized form letter) to delinquent non-payer of personal property taxes. Collect delinquent personal property taxes. Follow up to ensure payments are paid and maintain record.
- m. Research and compile a listing of loan rates and terms from financial institutions (banks and others) when requested by Hull Finance Committee.
- n. Record. Comply with state law (Sub Ch II of Ch 19) concerning record of which the Treasurer is legal custodian. Note – All Town of Hull records shall remain at the Town Municipal Building for security and for review by Hull staff and Hull elected officials.

Qualifications

1. Meet Wisconsin Law as to requirements for the Treasurer position.
2. Financial background.
3. Suggest history of related and proven job experience
4. High School Graduate, computer experience with Word and Excel. SAGE a plus.
5. Accounting and Business experience preferred
6. Ability to communicate effectively, both orally and written with co-workers and public.
7. Ability to accurately prepare and submit forms as required by Portage County, Wisconsin Law and Federal Government.
8. Ability to get along with the Hull Staff, Town Board and Town of Hull residents.
9. Experience of honorable and ethical behavior and commitment to not taking or giving to others or using Town of Hull property etc.

Adopted by the Hull Town Board September 2009

Please send resume or fill out application to townofhull@tn.hull.wi.gov