Job Title: Deputy Treasurer
Reports To: Village Administrator/Clerk-Treasurer
Workers Supervised: None

POSITION SUMMARY

The Deputy Treasurer provides statutory and operational support to the Village Administrator/Clerk-Treasurer by administering core financial functions of the municipality. This is a clerical role requiring strong systems proficiency, accuracy, discretion, and the ability to work independently within established procedures, governmental accounting principles, and Wisconsin statutory requirements.

This position supports accounting operations, payroll administration, benefit remittances, audit preparation, and resident and vendor customer service. The Deputy Treasurer will serve as a key partner in maintaining financial continuity and improving internal processes using the Village's software systems.

MINIMUM QUALIFICATIONS

Education: Associate's degree in Business, Accounting, Public Administration, or related field preferred; equivalent combination of education and experience considered.
Certified Municipal Treasurer of Wisconsin (CMTW) designation preferred, or ability to obtain certification with Village-supported continuing education and training.

Experience: Three (3) years of progressively responsible clerical, accounting, or municipal office experience, or an equivalent combination.

ESSENTIAL DUTIES & RESPONSIBILITIES

General Accounting & Cash Management

- Receipt and process funds from residents, departments, and financial institutions using Caselle Connect.
- Prepare and submit daily bank deposits.
- Process credit card and online payment batches.
- Support accounts payable and accounts receivable processing and batch reconciliation.

- Assist with monthly financial reporting, bank reconciliation, and journal entry preparation and posting.
- Maintain and reconcile special assessment and assessment rolls, including balancing and correspondence.

Property Tax & Special Assessments

- Support preparation and statutory submission of the annual tax roll.
- Assist with property tax collection, batch reconciliation, balancing, and reporting.
- Export, validate, and reconcile tax payment batches using Catalis Connect, including tax data verification and reporting.
- Prepare audit-ready tax reconciliation summaries.

Payroll & Benefits Processing

- Serve as primary payroll backup for bi-weekly payroll processing.
- Support Federal and State payroll tax payments and filing preparation.
- Reconcile and remit payroll deductions to vendors and agencies.
- Assist with monthly benefits remittances including health insurance, ICI (Income Continuation Insurance), and WRS (Wisconsin Retirement System) contribution support.
- Prepare quarterly payroll reporting support including IRS Form 941 and Wisconsin unemployment filing preparation.

Compliance & Audit Support

- Maintain finance-related employee documentation (excluding represented personnel files).
- Support benefits and payroll enrollment processing is completed prior to employee start dates.
- Support Workers' Compensation, liability insurance claims, statutory leave tracking, and related documentation.
- Provide 1099 and W-2 processing support and audit-ready reconciliation files.
- Compile and prepare financial schedules and supporting documentation for the annual audit.

Customer Service & Financial Operations Support

- Respond to resident and vendor inquiries by phone and in person regarding tax payments and general finance questions.

- Partner with internal teams and external vendors to resolve payment discrepancies and maintain financial continuity.

Knowledge, Skills, and Abilities

- Knowledge of municipal finance operations including cash receipting, reconciliation, journal entries, payroll cycles, benefits remittance support, and audit preparation.
- Ability to work independently with high attention to detail, accuracy, confidentiality, and compliance.
- Proficiency with Microsoft 365 (Excel, Word, Teams, SharePoint).
- Systems experience with Caselle Connect and Catalis Connect exports, batch reconciliation, and reporting.
- Strong collaboration skills and ability to support operational improvements in a fast-paced public service environment.
- Ability to work independently and collaboratively.
- Strong interpersonal and problem-solving skills.

Physical and Environmental Requirements

- Work is performed primarily in an office setting with extended periods of sitting, computer use, and public interaction.
- Occasional lifting (up to 25 lbs.), bending, or kneeling may be required.
- Position requires adaptability to multiple and concurrent deadlines.
- Attendance at evening meetings or election events may be required.

Equal Opportunity Employer

The Village of Lake Hallie is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.