

**Village Of Cambridge**  
**Personnel Committee Meeting**  
**Amundson Community Center, Senior Room**  
**200 Spring St, Cambridge**  
Monday, February 27, 2023  
4:00 P.M.

1. Call To Order/Roll Call
2. Proof Of Posting
3. Approval of Minutes from Meeting: January 18, 2023 – Not yet ready
4. Public Appearances/Citizen Input
5. Discussion and Possible Action Regarding:
  - a. Posting of Treasurer/Deputy Clerk/Deputy Administrator Position
  - b. Possible Temporary Assistance
  - c. Convene into Closed Session per 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation or performance evaluation data of Village employees: considering performance evaluation data of a Village employee
  - d. Reconvene into Open Session
  - e. Possible action taken on closed session items
6. Any Other Business to be Brought Before the Committee
7. Adjournment

**NOTE:**

1. Persons needing special accommodations should call 423-3712 at least 24 hours prior to the meeting.
2. A quorum of the Village Board may attend this meeting for the purpose of gathering information relevant to their responsibilities as Village Trustees. No matters shall be considered by said Village Board members nor shall any action be taken by said Village Board members at this meeting.
3. More specific information about agenda items may be obtained by calling 423-3712.

**Village of Cambridge**  
**Notice of job opening**  
**Treasurer/ Deputy Clerk/ Deputy Administrator**

The Village of Cambridge is seeking candidates for a Treasurer/ Deputy Clerk/ Deputy Administrator. This position will be responsible for assisting the Village Administrator/Clerk/Deputy Treasurer and the duties will focus on, but are not limited to accounting, accounts payable and receivable including journal entries, budgeting audit preparation, election administration support, licensing customer service, website management, agenda and packet management and general staff support. Preferred candidates will have municipal government experience. In addition, strong governmental accounting, budget, Treasurer's Certification, tax incremental financing experience, a degree in accounting or finance and Work Horse Accounting software are pluses. Starting salary of \$52,000 - \$62,000 DOQ and comprehensive benefit package. The application package and job description can be found on the Village Website at [ci.cambridge.wi.us](http://ci.cambridge.wi.us). Applications will be accepted until May 13, 2021, or until the position is filled. Send application materials to the Village of Cambridge, 200 Spring St, Cambridge WI 53523 or via email to [lmoen@ci.cambridge.wi.us](mailto:lmoen@ci.cambridge.wi.us).

VILLAGE OF CAMBRIDGE  
POSITION DESCRIPTION  
Treasurer/ Deputy Clerk/ Deputy Administrator

**GENERAL FUNCTION**

To perform statutory treasurer and clerk duties, accounting and auditing functions in support of the Village of Cambridge General Ledger System for various funds. This position is performed in accordance with the provisions set forth by State Statute 61.25 and 61.26 and Cambridge ordinances and policies. The Deputy Treasurer/Clerk/Administrator receives supervision and guidance from the Village Administrator/Clerk/Treasurer

**REPORTS TO**

Administrator/Clerk/Deputy Treasurer

**RESPONSIBILITIES**

**A. ESSENTIAL FUNCTIONS: Treasurer**

1. Maintain, monitor, and perform details necessary to support the Village General Ledger System:
  - a. Maintain accounts payable system.
  - b. Maintain accounts receivable system.
  - b. Maintain the Village general ledger system.
  - c. Maintain Misc. billing system
  - d. Record department budgets and revisions adopted by Village Board.
  - e. Analyze activity of general ledger accounts and make adjustments where required.
  - f. Maintain Village Fixed Asset System.
2. Treasurer functions per Wisconsin Statutes 61.26. Oversee collections, deposits. Invest funds. Tax collections. Tax reconciliations. Tax settlements. Calculations for preparing tax bills, including all mill rates. Multiple state and county reports throughout the year.
3. Process, print, and distribute periodic Financial Statements. Review monthly reports for inaccuracies.
4. Reconcile bank statements monthly. .
5. Assist Village Departments in preparation of annual budgets.
  - a. Provide data for budget preparation (six months actual, prior year actual, current year budget).
  - b. Modify and update budget document in Work Horse.
  - c. Answer questions, enter data and print documents when needed.

- d. Review submitted budgets for completeness and accuracy and assist in correction of errors.
  - b. Assist in preparation of annual audit conducted by independent Certified Public Accounting firm.
6. Assist in preparation of and/or prepare other financial reports to internal and external parties (departments, Village Board, committees, State agencies).
7. Perform internal audit functions such as review of departmental internal controls, reconciliations, cash counts and specific requests.
8. Perform Village accounting functions using appropriate software (Work Horse Applications, Word and Excel) and provide technical support to departments.
9. Oversee accuracy of utility billing process.
10. In the absence of the Administrator/Clerk/Treasurer, perform payroll functions including time card review, process payroll, and electronic payments for federal, FICA and State taxes. Prepare and submit periodic reports to include the federal and social security taxes, state withholding taxes, unemployment compensation.
11. Accumulate and analyze financial data and make recommendations for special assigned projects.

**B. ESSENTIAL FUNCTIONS: Deputy Clerk**

1. Election administration support
2. Website management
3. Municipal Code updates
4. Licensing for alcohol, tobacco, dogs and cats
5. Perform confidential duties involving litigation, personnel issues, and closed session meetings as assigned.
6. Responsible to know and practice the Safety policies of the Village. Perform all job tasks in a safe and prescribed manner.
7. Assist with agenda and meeting packet preparation for Village Board and various other committees.
8. Occasional night meetings
9. Any other duties as may be assigned.

**EXPERIENCE, TRAINING, QUALIFICATIONS**

Municipal government experience and an Associate Degree in Accounting or related field or equivalent is required. Working knowledge of computers and software (Word, Excel) and the ability to learn upgrades as they occur; data entry experience required. Ability to become proficient with Work Horse Accounting software within 4 months of hire. Proficiency using a calculator required. Ability to work under pressure, independently, and pay attention to detail, is required. Basic everyday living skills are needed, as is the ability to understand and follow oral and written directions and to

communicate effectively, verbally and in writing. Reading, writing, adding, and subtracting is needed for maintaining and creating various reports, data entry and general accounting. Ability to maintain confidentiality, critical.

Basic office equipment used: computer terminal and printing equipment, FAX machine, copy machine, calculator, typewriter, and telephone.

**PHYSICAL REQUIREMENTS OF THE ESSENTIAL FUNCTIONS**

Seventy-five percent (75%) of the time is spent sitting and using near vision. Over fifty percent (50%) of the time is spent talking, hearing, medium and high fingering (writing and typing). Ten percent (10%) of the time is spent standing, walking, climbing (ascending or descending steps), using far vision, reaching, feeling, low, medium, and high lifting and carrying. In unusual situations, stooping, kneeling, crouching, bending/twisting, low and medium pushing/pulling may be used.

This description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The Village retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

Village of Cambridge 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.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Revised 4/2021