

## **Town of Trenton Treasurer**

QUALIFICATIONS: Position requires a degree from an accredited high school, excellent customer service, organizational, and communication skills; and ability to work cooperatively with others in an office setting. Basic knowledge and/or experience in finance, accounting, payroll, accounts payable and receivable is necessary.

REPORTS TO: The Town of Trenton Chairman: Joseph C. Gonnering

MAJOR DUTIES AND RESPONSIBILITIES: Act as a public contact at the Town Hall, covering General Office Hours two to three days per week. During tax collection season, significant additional hours are required to properly collect property tax payments. Perform routine customer service, administrative and data processing work in accounts payable/receivable, payroll, tax collection, dog licensing, and all other duties listed in the Town of Trenton Municipal code section 94-7 (detailed below). Work well individually and cooperatively in a professional, small office setting. Attendance at Town Board meetings (first and third Tuesdays of each month at 7:30 PM) and the Town Annual Meeting (third Tuesday of April at 8:00 PM) is expected.

### Town of Trenton Municipal Code §94-7

The Town Treasurer shall:

**A.** Receive and disburse Town money.

(1) Receive and take charge of all money belonging to the Town, or which is required by law to be paid into the Town treasury, and disburse the money under § 66.0607, Wis. Stats.

(2) Keep an itemized account of all moneys received and disbursed, specifying the source from which it was received, the person to whom it was paid and the object for which it was paid. The Treasurer shall issue numbered receipts for all funds received. At the request of the Town Board, the Treasurer shall present the account books, and any supporting documents requested, to the Board.

**B.** Deposit of Town money.

(1) Deposit as soon as practicable funds of the Town in the name of the Town in the public depository designated by the Town Board. Failure to comply with this subsection is grounds for removal from office.

(2) When money is deposited under Subsection **B(1)**, the Treasurer and the Treasurer's sureties are not liable for any loss as defined in § 34.01(2), Wis. Stats.

The interest arising from the money deposited shall be paid into the Town treasury.

**C.** Records. Comply with Subchapter II of Ch. 19, Wis. Stats., concerning records of which the Treasurer is legal custodian. *See also Ch. 115, Records.*

**D.** Taxes. Perform all of the duties relating to taxation required of the Town Treasurer under Chs. 70 to 79, Wis. Stats.