Job Description

Title: Finance Director/Village Clerk
Reports To: Village Manager
Status: Salaried Exempt

General Statement of Duties
Reporting to the Village Manager, the Finance Director/Village Clerk provides management of the accounting and finance functions of the Village, directing accounting policies, procedures, and internal controls. The Finance Director/Village Clerk maintains the fiscal records and systems of the Village, as well as carries out the other statutory duties of Village Clerk/Treasurer, such as maintaining official Village records and supervising elections. A key member of the senior management team, the Finance Director/Village Clerk is expected to be a strategic partner and contributor, understanding key drivers and building effective relationships throughout the organization.

Essential Duties & Responsibilities
- Manages all treasury functions of the Village to include, but not limited to: collection of revenue, investment of funds, cash management, and supervising the processing of payables, receivables, general ledger, and capital planning
- Analyzes financial data and information to identify trends, recognize problems, and recommend improvements; oversees and develops internal controls for accounting systems and procedures
- Monitors revenues and expenditures to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time
- Supervises and participates in the collection of taxes, fees, and other receipts, in accordance with laws and regulations
- Develops financial studies and plans; forecasts, estimates, and monitors the financial condition of the Village to assure the fiscal well-being of the Village
- Participates in the annual budget process and collaborates with department heads to meet deadlines and make recommendations
- Manages the month/quarter/year end close process to include, but not limited to preparing account reconciliations, journal entries, and account analysis for general ledger accounts; prepares monthly statements and visual reports that summarize data, information, and trends to support decision making
- Directs the preparation of state and Federal reports, including tax reports
- Manages payroll and employee benefit administration; oversees utility, special assessments and other billings
- Supervises the conducting of elections and prepares necessary documents and reports
- Records or arranges for the recording and compilation of minutes of Village Board meetings; maintains officials records of the Village, including ordinances, resolutions, and contracts
- Leads a team and fosters a work environment that encourages a culture of innovative, respectful, goal-oriented and ambitious high performance
- Other responsibilities and duties, as assigned

Skills & Qualifications
- Exceptionally detail-oriented with a keen attention to detail and emphasis with numbers
- Superior analytical skills; ability to evaluate and interpret data/information, reconcile conflicts, detect patterns, and extract insights
- Strong project management and organizational skills in which the ability to prioritize and manage multiple tasks/projects on time is essential
• Exceptional communication skills and the ability to communicate effectively with all stakeholders; excellent situational adaptability

• Exceptional interpersonal skills and ability to navigate organizations to build relationships and garner support; ability to work collaboratively with cross functional teams

• Ability to work independently and efficiently; exercise initiative, resourcefulness and good judgement; ability to maintain a high level of confidentiality

Education & Experience
• Required
  o Bachelor’s degree with a major in Accounting, Finance, Business, or a related field
  o Five (5) or more years of experience in a related position
  o A valid Wisconsin state Driver’s License, or the ability to obtain one within 3 months of hire
  o Must be bondable

• Preferred
  o Master’s degree with a major in Business or Public Administration, Finance, or Accounting
  o CPA and/or CPFO certification
  o Previous experience with BS&A
  o Previous experience in public sector finance

Physical Demands
While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tools & Equipment
Personal computer, including word processing and spreadsheet software; BS&A computerized financial system; 10-key calculator; phone; copy machine; fax machine.

**The above is intended to describe the general content of and requirements for the performance of the job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

**We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, martial or veteran status, sexual orientation, or any other legally protected status.

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