

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Richland County Treasurer

Department: Administration

Reports to: Richland County Board of Supervisors

Salary: \$66,682.93

Date: August 18, 2020

Hours Per Week: Exempt

Purpose of Position

The Treasurer for Richland County is an elected position which oversees the general financial management of the county. The Treasurer plans and keeps track of budgets within the county, collects, deposits, and keeps track of funds, and is responsible for all financial operations and services of the county including/but not limited to budgeting, long-term financial planning, purchasing, accounts payable, payroll, accounting, financial reporting, debt management and treasury functions. The Treasurer is also responsible for reconciling bank statements, managing cash flow, and investing funds in accordance with the law. Residency within Richland County is required. The Richland County Treasurer reports to the Richland County Board of Supervisors.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises, collects and receipts monies from all County offices.
- Supervises, collects and receipts second installment and delinquent real estate tax payments.
- Calculates, balances and administers Tax Settlements of all taxing jurisdictions. Distributes settlement payments to the State of Wisconsin, Municipalities, School districts, and Vocational School Districts.
- Prepares second installment tax notices and delinquent tax notices for mailing.
- Mails and collects lottery credit forms for maintaining lottery credits, enters data on parcel records. Prepares State of WI report.
- Corresponds and provides information to 22 local treasurers. Monitors bond requirements, state credit payments, MFL Collections, settlements, tax collections, and other taxing district issues.
- Organizes materials and forms for distribution to all municipal treasurers for tax collecting.
- Enters on computer tax records the first installment payments from

municipal treasurers.

- Invest county funds. Monitors interest rates.
- Maintains County's checking account. Includes monitoring of direct deposits and electronic debits, stop payments, NSF checks, outstanding checks, etc.
- Reconciles General, Payroll, and Investment Bank Accounts.
- Reconciles receipts, disbursements and investments monthly.
- Prepares annual report of stale dated checks for County Board of Supervisors.
- Prepares financial statement for County Board of Supervisors.
- Assists Auditors.
- Works with Corporation Counsel on tax deed properties. Prepares tax deed application notices.
- Collect and reports to State of Wisconsin, Probate & CTF funds, Clerk of Court fines.
- Prepares newspaper publications for tax collection dates, unclaimed funds, tax delinquent redemption of lands, etc.
- Monitors timber cutting notices for delinquent taxes, bills and collects for charge backs of uncollected personal property.
- Performs a variety of clerical duties: Filing, labeling, and makes photocopies, printouts and faxes requested by the public. Posts to ledgers, prints and reviews summaries for balancing purposes.
- Prepares daily bank deposits and submits deposits to the banking institution.
- Runs daily reports and balances daily with cash drawer.
- Prepares a budget, orders supply, maintains records, files and materials relating to supervising and administering the duties required of the County Treasurer's office.
- Works with computer software personnel and computer network administrator to maintain computer program.

- Works with assessors to bill Agricultural Use Value penalties. Collects, balances and distributes payments of penalties.
- Communicates with attorneys, realtors, title companies, assessors, municipal officials, school districts, state agencies, landowners, and the general public providing property tax information and all other related information.
- Assists Real Property Lister entering assessment data into computer.
- Attends County Board and committee meetings regarding County Treasurer matters.
- Attends State and District Treasurer meetings, and software training and update meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

This is an elected position. Must be a Richland County resident, at least 18 years old and a U.S. citizen.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute, tabulate and categorize data.
- Ability to provide first line supervision. Ability to persuade and convince others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to use design data and information such as accounting methods.
- Ability to communicate effectively with property tax payers, municipal treasurers, assessors, realtors, appraisers, attorneys, title companies, Corporation Counsel, lending institution officials, County Supervisors, and other County Department head and clerical staff.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions and decimals, and interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning development in performing functions within influence systems such as associated with supervising, managing, leading, teaching, directing and controlling.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against sensory or judgmental criteria.

Physical Requirements

- Ability to grasp and place objects.
- Ability to operate equipment and machinery requiring simple, periodic adjustments. Ability to move and guide material using simple tools, Ability to operate office equipment including typewriter, telephone, photocopier, calculator, computer, fax machine, etc.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling. Ability to handle, finger and feel.
- Ability to recognize and identify individual characteristics of colors, sounds, associated with objects, materials and in ingredients.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness; disease and/or dust, to work under very safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County 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

