



City of Columbus (WI)

## Treasurer ~~Finance~~ Director

CLASS CODE	059	SALARY	<del>\$65,374.40</del> <del>— \$84,968.00</del> <del>\$77,480.97.656</del> Annually
ESTABLISHED DATE	<del>July 23, 2024</del> <del>December 17, 2024</del>	REVISION DATE	<del>July 23, 2024</del> <del>December 17, 2024</del>

### General Purpose

~~Responsible for municipal accounting/finance that fulfills all required statutory duties of a Treasurer pursuant to Wis.~~

~~Stat Section 62.09(9), as well as the duties set~~

~~forth in the City of Columbus Municipal Code, and all other applicable statutes and/or laws. This position is responsible for the City's general ledger accounting and key accounting processes. The Treasurer maintains the City's fixed asset records, prepares monthly financial reports, and coordinates property tax collection. This position also works in partnership and close coordination with other City Hall staff and Department Heads.~~

~~Responsible for municipal accounting/finance that fulfills all required statutory duties of a Treasurer pursuant to Wis. Stat Section 62.09(9), as well as the duties set forth in the City of Columbus Municipal Code, and all other applicable statutes and/or laws. This position oversees and directs the City's accounting and financial services, utility billing, coordinates property tax collections, assists in the development and monitoring of the City's operating budget, capital improvement plan, and tax incremental districts. The Finance Director analyzes the City's financial position and provides strategic financial planning recommendations. This position also works in partnership and close coordination with other City Hall staff and Department Heads.~~

### Essential Duties and Responsibilities

~~Finance: Coordinates the daily operation of the City's financial and data processing procedures, payroll process, general ledger and journal entries, including; coding and entering certain expense vouchers and receipts, making necessary journal entries, budget adjustments and transfers; reconciling banking and investment statements; and working with financial auditors.~~

~~Prepares and maintains all accounting records, payroll records, financial, payroll, investment, and statistical reports.~~

~~Prepares and submits all government (state and federal),~~

~~financial, payroll, budget, tax and other required reports. Prepares monthly, quarterly and annual financial reports for the City Council, Utility Commission, City Administrator, and City~~

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staff.

Performs pre-audit of all invoices for the purpose of ensuring accuracy and

Oversees the processing of payroll including, but not limited to: calculating timesheets, issuing direct deposit checks, federal, state and social security payments; retirement, deferred compensation, union and miscellaneous payroll deductions; bi-weekly, monthly, quarterly, and yearly payroll reports including W2 files to federal, state and other agencies; prepare all payroll related quarterly/annual reporting; enters payroll expenditures into accounts payable and assists in reconciling payroll general ledger accounts.

Coordinates with Human Resources Administrator for the administration of and coordination of the record retention of employee benefits such as health, dental and vision insurance, life insurance, retirement and other payroll deductions as applicable.

Coordinates with Human Resources Administrator maintaining accurate payroll files and work data for all employees including total hours, changes in name or address, salary changes, exemptions, insurance, and other benefit changes.

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benefit changes.

Ensure accurate records and information necessary for annual audit are available to audit staff, and assists in the preparation of management discussion and analysis.

Assists in the collection and recording of all municipal revenues including taxes, fees, and other municipal charges. Responsible for tracking expenditures, ensuring the expenditures are consistent with those approved in the municipal budget. Responsible for preparing wire transfers for debt service and tax settlement payments.

Serves as a liaison with financial institutions, auditors, and City departments and offices regarding finance related issues.

Serves as an administrator with vendor support of the city's internal accounting system.

Serves as a voting member and secretary of the Investment Board. Makes recommendations for specific investment of City and Utility funds to Board.

Invests funds held by City in accordance with the Cities investment policy.

Acts as financial liaison to Utilities – monitor daily activities.

prepare monthly Treasurer's reports, reconcile bank accounts and monitor debt obligations. Invests funds as directed.

Facilitate general obligation or revenue borrowings for the city and utility by working directly with bond consultants and legal counsel.

Prepare the Capital Equipment and Improvement Plan in consultation with Utilities, the City Administrator, Department Heads, engineers and consultants.

Maintain an accurate record of the city's capital assets; work with department heads to ensure assets are properly recorded as new or disposed of.

Assists the City Administrator with the annual budget preparation, and develops an annual budget book for distribution.

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Debt collection for the former Municipal Court.

Serves as the administrator of the City's online payment service.

Assist in the development and implementation of internal control procedures, ordinances, and resolutions as needed.

Allocation of premiums between departments, funds and Utilities. Invoice outside entities for premiums due. Analyze cash flows and maintain accurate replacement fund contributions.

Prepare annual debt service schedules, special assessment repayment schedules, and use of funds for City, Administrator Utility Commission and Council.

Assists the Cable Commission with financial record keeping; maintain an accurate record of franchise fee payments for state aid payments due annually.

Works directly with bond consultant to prepare the annual disclosure statement filed with the Securities & Exchange Commission, Moody's and other financial institutions.

Annually prepare Tax Incremental Financing Districts ("TID's") reports, assist in development of new TID's, prepare developer valuation reports, tax revenues and repayment schedules. Prepare reports and attend Joint Review Board annual meeting.

Serves as financial liaison to City Boards, Committees and Commissions.

Provides direct supervision of Finance staff. Assists in making recommendations regarding salary increases, promotions, hiring and terminations.

Provide service to customers at City Hall and performs other financial tasks as assigned by the City Administrator.

**Minimum Qualifications**

Minimum Associates or Bachelor's degree in the field(s) of Accounting, Finance, Business Administration, Mathematics, Economics or related field of study.

CPA and/or advanced degree preferred.

Minimum of two years of experience in local government, finance, or related field.

A combination of education and extensive accounting experience will be considered.

Working knowledge of computers and electronic data processing equipment/software; modern office practices and procedures; and governmental accounting principles and practices.

**Tools and Equipment Used**

The City of Columbus is an Equal Opportunity Employer.

**Physical Demands**

*The physical requirements described here are representative of those that must be met by an*

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*employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderately quiet.

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