

Job Description – Village Clerk/Treasurer

Village of North Prairie, Wisconsin

Department	Administration/Finance
Reports To	Village Board
Position Status	Full-time; Exempt; Appointed
Supervises	Deputy Clerk/Treasurer, if applicable
Effective Date	October [8], 2026

Position Summary

The Village Clerk/Treasurer serves as the Village's principal records, elections, licensing, and financial administration officer. The position performs the statutory duties required of a Village Clerk and Village Treasurer pursuant to Wisconsin State Statutes §§ 61.25 and 61.26, provides administrative leadership, supports the Village Board and Village staff, safeguards public funds and records, and provides responsive service to residents, businesses, staff, and partner agencies. Work must be performed accurately, impartially, transparently, and in accordance with Wisconsin Law, Village Ordinances, adopted policies, and Board direction.

Essential Duties and Responsibilities

Clerk and Governance Administration

- Administers the daily operations of Clerk's and Treasurer Office.
- Attend Village Board, Plan Committee and assigned committee meetings; prepare agendas and meeting packets; post and publish notices; record proceedings; prepare minutes; and track approved actions.
- Maintain custody of ordinances, resolutions, minutes, contracts, oaths, bonds, licenses, permits, policies, and other official records.
- Administer records retention, archiving, and lawful public-records responses in coordination with legal counsel when appropriate.
- Execute, attest, certify, publish, and distribute official documents as authorized or required.
- Administer liquor licenses, operator licenses, tobacco licenses, dog and cat licenses, residential and commercial permits and other municipal licenses and permits. Also maintain related files, collect required fees, and renewals.
- Provide administrative support to the Village President, Village Board, Plan Commission, committees, and departments while maintaining the political neutrality of the office.

Elections

- Serve as the local election official and administer elections in accordance with applicable federal and Wisconsin requirements.
- Maintain voter and election records; coordinate polling places, ballots, voting equipment, supplies, notices, absentee-voting processes, and election-worker recruitment and training.
- Conduct election testing, election-day operations, canvass-related duties, reconciliation, reporting, and post-election record retention.
- Protect ballot security, voter privacy, accessibility, and the integrity and impartiality of all election processes.

Treasury, Accounting, and Financial Administration

- Receive, receipt, deposit, safeguard, and account for Village funds; maintain complete records of collections and disbursements.
- Disburse funds only upon proper authorization and maintain supporting documentation and internal controls.
- Perform or oversee accounts payable, accounts receivable, cash management, bank reconciliations, general-ledger activity, payroll support, and financial reporting, as assigned.
- Assist with annual budget preparation, levy and tax administration, special assessments, debt schedules, investments, and required state and federal financial reports.
- Coordinate annual audits and provide records and schedules requested by auditors.
- Monitor cash flow and Village investments in accordance with law and adopted policy; reconcile discrepancies promptly.
- Prepare monthly financial statements and reports for the Village Board and explain material variances or issues.

Public Service and Office Operations

- Serve as a primary point of contact for residents, taxpayers, businesses, candidates, vendors, and governmental agencies.
- Respond courteously and accurately to inquiries, explain procedures, accept payments and applications, and refer technical or legal matters appropriately.
- Maintain the Village website, manage Village's social media presence, Village's Facebook, public notices, forms, calendars, and communications as assigned.
- Establish efficient office procedures; maintain secure physical and electronic files; and support continuity of operations.
- Coordinate with the assessor, county, state agencies, legal counsel, auditors, financial institutions, and other municipal officials.
- Perform other lawful duties assigned by statute, ordinance, policy, or the Village Board that are consistent with the position.

Preferred Qualifications

- Wisconsin municipal clerk or treasurer certification, or progress toward certification.
- Experience with Wisconsin elections, municipal budgeting, tax collection, payroll, licensing, public records, or governmental accounting.
- Notary Public
- WisVote Certification
- Associate or bachelor's degree in public administration, accounting, finance, business administration, or a related field.

Minimum Qualifications

- At least three years of professional experience in municipal government or general administration.
- Availability for evening meetings and additional hours during elections, tax collection, audits, and other peak periods.
- Ability to obtain Wisconsin municipal clerk certification and appointment as a Notary Public.
- Ability to obtain and maintain all training and credentials required for assigned election and municipal duties.
- Experience in bookkeeping, accounting, records management, office administration, or local government.

- Proficiency with Microsoft Office, financial or municipal software, spreadsheets and electronic records.
- Ability to interpret and apply policies, ordinances, statutes, deadlines, and procedures.
- Strong communication, organization, time-management, accuracy, and customer-service skills.
- Valid driver's license.
- High school diploma or equivalent.

Knowledge, Skills, and Abilities:

- Working knowledge of municipal governance, public meetings, Robert's Rules, records administration, open records requests, elections, budgeting, cash handling, accounting software and internal controls.
- Ability to interpret and apply statutes, which includes, but are not limited to Wisc. Statute Chapters 5-12, 61, 66, 125, Wis. Stat § 19.31-19.39, Wis. State §§ 19.81-19.98 and Wis. State §174.05 and administrative rules, ordinances, policies, and deadlines; seek legal guidance when appropriate.
- Strong numerical accuracy, attention to detail, organization, judgment, and ability to manage competing priorities.
- Clear written and verbal communication and the ability to work effectively with the public, citizens and officials.
- Ability to maintain confidentiality where legally required while meeting public-access and transparency obligations.
- Ability to remain impartial and composed during elections, meetings, deadlines, audits, and difficult public interactions.
- Provide excellent customer service.
- Knowledge of Microsoft Outlook, Word and Excel.

Working Conditions and Schedule: Work is primarily performed in an office and public-meeting environment and requires frequent computer use, public interaction, and management of paper and electronic records. Regular attendance is required. Evening meetings, extended election-day hours, statutory deadlines, and occasional travel or weekend work may be required. Reasonable accommodation will be considered in accordance with applicable law.

Authority and Compliance: This description is intended to summarize the position's principal functions and is not an exhaustive list of every duty. The incumbent shall perform the applicable duties of the Village Clerk and Village Treasurer under Wisconsin Statutes §§ 61.25 and 61.26, together with duties imposed by other applicable laws, Village ordinances, resolutions, policies, and lawful directives.

Equal Opportunity

The Village of North Prairie is an equal opportunity employer. Employment decisions are based on qualifications, and business needs consistent with applicable law.

Acknowledgment

I acknowledge that I have received and reviewed this job description and understand the essential duties and expectations of the position.

Employee Signature: _____ **Date:** _____
Village Representative: _____ **Date:** _____