



JOB DESCRIPTION

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| Department | Finance |
| Location | Village Hall, 9915 39 th Avenue, Pleasant Prairie, WI 53158 |
| Job Title | Finance Clerk |
| Classification | Hourly/Non-exempt |
| Pay Range | Hourly: \$17.31 - \$21.63 5B01 |

Job Summary

This position is a full-time professional administrative position within the Finance Department of the Village of Pleasant Prairie and reports to the Financial Project Manager & the Municipal Court Judge. The primary responsibilities of this position are, but not limited to, supporting the Finance Department with their overall efficient operation, providing excellent customer service, performing cash handling activities, and conducting various accounting and administrative responsibilities. This position is scheduled Monday – Friday 7:30 a.m. – 4:30 p.m. and an evening court session typically once per month.

Essential Job Functions

- Welcomes and provides excellent customer service and responds to diverse inquiries via phone and in-person from the public, state agencies and other village departments.
- Assists with tax collections including and not limited to daily balancing of tax drawers, processing online tax payments, mailing address changes, exporting of tax reports, and monitoring/corresponding to emails pertaining to tax questions.
- Assists with the preparation of monthly journal entries for various accounts, the calculation of final utility bills, and the processing and dissemination of monthly financial reports.
- Reviews and proofreads files, documents, and other printed material for completeness and accuracy, and corrects errors or facilitates the correction of errors.
- Acts as a Deputy Court Clerk and assists the Municipal Court Clerk in maintaining the court docket, the issuance and/or processing of forfeiture of bonds, warrants, and writs of commitment, summons, subpoenas, citations, correspondences, reports, and other court documents.
- Cross-trains in various functions and supports the Finance Department and Municipal Court during staff absences.
- Maintains a high level of confidentiality in general and particularly as it relates to departmental information.
- Adheres to all Village, Department, and Court rules, regulations, policies, standard operating procedures, and guidelines.
- Performs other duties and special assignments as directed within the scope of the Finance Department & Municipal Court.

Physical Requirements

- Frequent public interaction and requires the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Frequent operation of a computer, phone, copier, and other office equipment.
- Work is primarily sedentary and performed in an indoor office environment with low to moderate noise levels.

Requirements - educational, certifications and experience

- Current enrollment in or completion of an Associate's or Bachelor's Degree in Finance, Accounting, or closely related field preferred.
- 2+ years in an administrative, financial, customer service, or professional office setting preferred.
- Registered as a Wisconsin Notary Public, or ability to register within six (6) months of employment.
- Proficient in Microsoft Office Suite and experience with Microsoft Excel.
- Strong oral communication and interpersonal skills for working with a diverse population including other employees, public officials, developers, property owners, and the general public.
- Strong written communication skills and attention to detail for developing reports, correspondence, and organizational communications.
- An equivalent combination of experience, education, and training which provides the required knowledge, skills, and abilities will be considered.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Village of Pleasant Prairie is an Equal Opportunity Employer.