

CITY OF CHIPPEWA FALLS, WISCONSIN

NOTICE OF PUBLIC MEETING

In accordance with the provisions of the Wisconsin State Statutes, Sec. 19.84, notice is hereby given that a public meeting of:

Committee #2
Labor Negotiations, Personnel, Policy & Administration

Will be held on Thursday, August 24, 2017 at 8:30 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Items of business to be discussed or acted upon at this meeting are shown on the attached agenda below:

- 1. Review updated Fiscal Clerk I Position Description and consider request to fill the position. Possible recommendations to the Council.**
- 2. Adjournment**

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THEY HAVE DECISION MAKING RESPONSIBILITY.

NOTE: REASONABLE ACCOMMODATIONS FOR PARTICIPATION BY INDIVIDUALS WITH DISABILITIES WILL BE MADE UPON REQUEST. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, CONTACT THE CITY CLERK AT 726-2719.

PLEASE NOTE THAT ATTACHMENTS TO THIS AGENDA MAY NOT BE FINAL AND ARE SUBJECT TO CHANGE. THIS AGENDA MAY BE AMENDED AS IT IS REVIEWED.

CERTIFICATION OF OFFICIAL NEWSPAPER

I hereby certify that a copy of this notice has been posted on the City Hall bulletin board and a copy has been given to the Chippewa Herald on August 22, 2017 at

4:15 PM by glm

**City of Chippewa Falls
Position Description**

Title: Fiscal Clerk I
Department: Finance/Administration
Reports to: Finance Manager/Treasurer
FLSA Status: Non-Exempt
Prepared: August 2017
Wage Rate: \$16.51/hour

Position Summary

The essential functions of this position are listed below and are representative of the knowledge, skill, and/or ability required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. These are not to be construed as exclusive or all-inclusive. Other duties will be required and assigned.

- Process cash receipts
- Ensures receipts are deposited to appropriate accounts
- Process city payrolls
- Assists new employees with benefit paperwork
- Completes State retirement reporting requirements
- Completes State new hire reporting requirements
- Process employee life and health insurance forms
- Process retiree health insurance forms/payments
- Process payroll quarterly reports
- Process annual payroll reports
- Process accounts payables
- Process CDBG payments
- Process 1099s
- Process special assessment searches
- Assist other offices as time permits
- Performs all other duties as directed

Qualifications

Ability to deal with public in a pleasant, competent, professional manner

Knowledge of payroll and benefit procedures and practices

Ability to read and interpret benefit manuals

Ability to work independently

Knowledge and use of Microsoft office programs is required

Employee must be bondable for insurance purposes of dealing with cash

Ability to communicate effectively in writing and orally

Ability to calculate figures and amounts

Ability to solve problems where limited standardization exists

Ability to interpret a variety of instructions

Associate Degree with a major in Accounting, Business Administration, Finance, or in a related subject and at least two years experience in a similar responsible position or equivalent combination of education and experience.

Work Condition and Physical Demands

Work is performed in a general office environment. Lifting requirements are 20 pounds but occasionally will have to lift and/or move up to 75 pounds.

Probationary Period

A successful candidate will be expected to serve a six month probationary period and pass a background check.