



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
August 24, 2017

Committee #2 met on Thursday, August 24, 2017 at 8:30 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: CW King and John Monarski. Absent was Chuck Hull
Mayor/Other Council Members present: Mayor Hoffman, Rob Kiefer and Paul Nadreau
Others present: Finance Manager/Treasurer Lynne Bauer and City Clerk Bridget Givens

Call to Order: 8:30 AM

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

Finance Manager/Treasurer Bauer indicated approval to fill the position has already been granted; however, a change to the position description was recommended to include "or equivalent combination of education and experience". Bauer advised that some candidates may have 15 years of experience, but no degree. Without the amendment to the job description, they would not meet the minimum qualifications of the position.

Motion by Monarski/King to recommend Council approve amending the Fiscal Clerk I Position Description to include or equivalent combination of education and experience. **All present voting aye, motion carried.**

2. **Adjournment**
Motion by Monarski/King to adjourn at 8:33 AM. **All present voted aye. Motion carried.**

Minutes submitted by,
CW King, Chair

**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.