



VILLAGE OF LITTLE CHUTE DEPUTY FINANCE DIRECTOR & HUMAN RESOURCES MANAGER POSITION DESCRIPTION

GENERAL PURPOSE

This managerial position is responsible for assisting the Finance Director with the financial and human resource management of the Village and to provide direct supervision to assigned members of the Finance Department. This includes assisting in the overall oversight, visioning, leadership, planning, coordinating and management of various administrative services that the department oversees.

SUPERVISION RECEIVED

Work is performed under the general direction of the Finance Director and is subject to review through audits, interdepartmental reports, Village Board correspondence, and timely results.

SUPERVISION EXERCISED

Deputy will direct, supervise, train, and coordinate personnel within the department as directed in addition to indirect interdepartmental human resource support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

- Partners with the leadership team to understand and execute the organizations human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, performance management, safety and wellness, retention, and succession planning.
- Provides support and guidance to management, and other staff when complex, specialized, and sensitive questions arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommends best practices. Reviews policies and practices to maintain compliance and keep employee personnel manual up to date including conducting management and employee training sessions for overall learning and organizational development.
- Supervisory direction of accounts payable, accounts receivable, payroll and cash receipting functions including delegation of tasks, review work, coordinate use of

time off, and prepare performance evaluations. Reviews staff monthly reconciliation responsibilities, procedure manuals and guides problem solving for unique transactions that may be presented.

- Tax collection oversight, daily reconciliation of tax deposits to be prepared for the January, February, and August tax settlement process with other taxing agencies.
- Oversees the calculation, reconciliation and reporting of payroll and related Federal and State withholdings and employee benefit contributions. Guides the annual Wisconsin Retirement System reconciliation. Reviews pay step increases, annual cost of living pay rate changes, tax rate updates and benefit rate changes. Supervises reconciliation, preparation, and distribution of W-2's and 1099's.
- Performs advanced accounting functions related to the general ledger, monitors areas of the financial system and prepares financial statements including month and year-end journal adjustments and closing entries in compliance with Generally Accepted Accounting Principles (GAAP).
- Prepares for and assists with annual audits; prepares or maintains specialized reports, reconciling, and review of internal controls. Research and prepare written technical and administrative reports and studies.
- Trains staff and other Village users on financial system procedures and practices to ensure the accuracy of the data and compliance with policies. Creation and maintenance of setting up new funds, general ledger accounts and associated segments. Access to correct coding errors for other staff.
- Reconciles and processes online banking including ACH, wire transfers, direct deposits and monitors best practice security measures are in place.
- Assists with the annual Operating Budget (over \$25 million) providing guidance to departments. Attend meetings with the Village Administrator, Finance Director, and department heads to review, reconcile and finalize budget.
- Upload annual budget to the general ledger software, post monthly budget appropriations and transfers, as necessary.
- Assists the Finance Director to develop and implement the Village's Five-Year Capital Improvement Plan (CIP) supplementing the larger strategic plan in alignment with its goals and strategies.
- Provides back up support for the preparation of annual Tax Incremental Financing (TIF) Financial Reporting for the Joint Review Board, appropriate taxing entities, and information for annual State TIF Report filing.
- Monitoring of all Village grants; communicate with department heads regarding grant status, organization of applicable documentation, and single audit status consideration.

- Performs duties of Finance Director in his/her absence including committee and work groups or Village Board meetings representing the Finance Department and providing financial input.
- Build and maintain positive working relationships with co-workers, other Village employees and the public using principles of good customer service.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in accounting, business administration, human resources or another related field required. A minimum of three to five years progressive government accounting or fiscal management and supervisory experience.
- SHRM-CP highly desired.
- Knowledge related to financial software applications and proficient with Microsoft Office Suite or related software. The Village currently uses Caselle Connect software.

Necessary Knowledge, Skills and Abilities

- Excellent verbal and written communication skills that support interpersonal, negotiation and conflict resolution skills. Strong organization skills with diligence. Ability to act with integrity, professionalism, and confidentiality.
- Strong analytical and critical thinking skills. Ability to prioritize tasks and to delegate when appropriate. Operate various office equipment efficiently.
- Ability to comprehend, interpret and prepare a variety of documents such as State statutes, Village Ordinances, bank deposits, balance sheets, budget verses actual reports, investment statements, reconciliation schedules and spreadsheets, financial statements, budgets, policy and procedure manuals, letters, and other correspondence, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to communicate effectively with Village Administrator; department heads; staff; other Village personnel, elected officials, taxpayers, vendors, and governmental representatives to convey or exchange information in a positive manner.

SPECIAL REQUIREMENTS

A valid state driver's license or ability to obtain one within three months. Must be bondable.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; 10-key calculator; phone; multi-functional devices.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an 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, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must be able to access and navigate each department at the Village.

The employee must occasionally lift and/or move up to twenty-five 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy with varying internal and external customer service peak periods.

COMPENSATION AND BENEFITS

The salary range for this exempt position is \$60,000 to \$80,000 depending on qualifications, annually. The Village is currently engaged in a wage and compensation study to ensure our positions meet competitive standards to stay current with similar positions in the market. This may have an impact for positions within the organization starting in 2023.

The Village offers a comprehensive benefit package including a medical benefit plan, Wisconsin Retirement Plan, paid holidays, vacation and sick leave. Life insurance, dental and long-term disability plans are paid for by the Village. Various voluntary benefit options exist that include vision and short-term disability plans.

SELECTION GUIDELINES AND SUBMISSION INFORMATION

Applicants must submit a resume, cover letter and the complete application below. All items must be submitted via mail or email by **4:30 PM on Friday, January 28th**. Selected candidates are tentatively scheduled to be interviewed the week of February 7th.

Formal application, rating of education and experience; oral interview and reference check; other job related tests may be required. Appointment will be conditional upon successful completion of a criminal background check and drug screening.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

For any questions or electronic submissions, please reach out to Director of Finance, Lisa Remiker-DeWall.

Lisa Remiker-DeWall
Finance Director
108 W. Main St.
Little Chute, WI 54140
lisa@littlechutewi.org
920-423-3855



VILLAGE OF LITTLE CHUTE APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

**EMAIL or MAIL APPLICATIONS
and RESUMES to:**

Lisa Remiker-DeWall
Finance Department
Village of Little Chute
108 W. Main Street
Little Chute, WI 54140

Phone: (920) 423-3855
Email: lisa@littlechutewi.org

ATTENTION:

To be filled out by the applicant only. If you are physically unable to fill out this application, you may request reasonable accommodations in completing the form. Answer all questions. Print neatly and accurately. Attach supplements if necessary. Exclude any reference that may reveal or tend to reveal your race, color, religion, national origin, creed, age, marital status, sex, sexual orientation or disability. **Incomplete applications MAY NOT BE CONSIDERED.**

DATE and SIGN this application.
Enclose resume with application.
You are not required to furnish any information, which is prohibited by federal, state or local law.

Title of Position You Are Applying For:			Department:		
Full Time		Part Time		Temporary/Limited Term Employment	
					Today's Date:
Name: (Last)			(First)		(M.I.)
Mailing Address: (Address)					(Apt. #)
(City)			(State)		(Zip Code)
Are you legally eligible for employment in the United States? yes no					
Have you ever been employed by the Village of Little Chute? yes no If yes: when, in what position, and in what department?					
<i>The Village of Little Chute shall prohibit employment of an individual if he/she would be directly supervising or receiving direct supervision from a family member.</i>					
List any relatives employed by the Village of Little Chute or serving as elected or appointed officials:					
Do you possess a valid Driver's License? yes no					
Do you possess a valid Commercial Driver's License? yes no Type/class:					
Do you possess any other license? yes no Type:					

Please list **ALL** instances in which you were convicted as an **ADULT** for crimes (misdemeanors or felonies), ordinance violations, traffic violations and the like. Also, please list all criminal charges (misdemeanors or felonies) currently pending against you. Failure to include all information requested under this section may result in denial of employment.

CHECK HERE IF NONE **THIS LINE MUST BE CHECKED OR SECTION BELOW MUST BE COMPLETED!**
Approximate dates may be listed:

Date	Location	Charge	Court	Disposition of case

NOTE: A conviction record or pending arrest record does not constitute an automatic bar to employment and will be considered only if there is a substantial relationship to the circumstances of the particular position or if the employer deems there is a bona fide occupational qualification inherent in the position which requires this information prior to hiring.

Special skills & qualifications – *this information must be provided if you are applying for a position requiring these skills:*

List all computer software which you can operate skillfully:

Foreign language (spoken or read with proficiency):

French German Spanish Hmong Other:

Training beyond high school:

College or university, technical, nursing, business college or other schools you have attended.

College, university or school – name, location and phone number			Major field
Presently Attending	Credits	GPA	Type of Degree Received
College, university or school – name, location and phone number			Major field
Presently Attending	Credits	GPA	Type of Degree Received
College, university or school – name, location and phone number			
Presently Attending	Credits	GPA	Type of Degree Received
College, university or school – name, location and phone number			
Presently Attending	Credits	GPA	Type of Degree Received

Describe any education or training you have had which is not covered above, such as vocational school, correspondence courses, service schools, police academy, or in-service training. Please provide dates.

IMPORTANT: You must complete the employment sections of this application. Use additional sheets if necessary. You may attach a resume to further explain your qualifications. Please list a minimum of prior ten years’ experience and education. **DO NOT WRITE “SEE RESUME”.**

EMPLOYMENT SECTION: (Please start with your most recent position - include military service

From (month & year)	PRIMARY DUTIES:		Title of your PRESENT/MOST RECENT position:
To (month & year)			
Hours each week:			
Full time Part time Temporary			
Starting salary (indicate yearly, monthly or hourly):	Employer’s Name (Company Name)	Phone Number	
Present salary (indicate yearly, monthly or hourly):	Address:		
Number of employees you supervise	Name and title of supervisor:		
If currently employed, may we contact that employer?	yes no, not at this time	Reason for leaving or considering change:	
Were you involuntarily discharged?	yes no		
From (month & year)	PRIMARY DUTIES:		Title of your position held:
To (month & year)			
Hours each week:			
Full time Part time Temporary			
Starting salary (indicate yearly, monthly or hourly):	Employer’s Name (Company Name)	Phone Number	
Present salary (indicate yearly, monthly or hourly):	Address:		
Number of employees you supervise	Name and title of supervisor:		
If currently employed, may we contact that employer?	yes no, not at this time	Reason for leaving or considering change:	
Were you involuntarily discharged?	yes no		

From (month & year)	PRIMARY DUTIES:		Title of your position held
To (month & year)			
Hours each week:			
Full time Part time Temporary			
Starting salary (indicate yearly, monthly or hourly):	Employer's Name (Company Name)	Phone Number	
Present salary (indicate yearly, monthly or hourly):	Address:		
Number of employees you supervise	Name and title of supervisor:		
If currently employed, may we contact that employer?	yes no, not at this time	Reason for leaving or considering change:	
Were you involuntarily discharged?	yes no		

Please use a separate sheet of paper for additional employers if needed

OTHER EXPERIENCE (Include volunteer experience, internships, and/or jobs, not included in the employment section.)					
Company Name/Location	Job Title	Dates Employed (month/year)		Annual Salary	Full or part-time
		To	From		

Have you ever been suspended from any position? **yes** **no**
If yes, please explain (including date, location, employer and situation)

Please explain any gaps in employment:

REFERENCES – THIS SECTION MUST BE COMPLETE

Work or education related (e.g. former employers, supervisors, co-workers, school faculty). No relatives/significant others.

Name	Phone	Nature of Relationship
Occupation	Address	
Name	Phone	Nature of Relationship
Occupation	Address	
Name	Phone	Nature of Relationship
Occupation	Address	
Name	Phone	Nature of Relationship
Occupation	Address	
Name	Phone	Nature of Relationship
Occupation	Address	

AUTHORIZATION AND CERTIFICATION

Please read and initial each of the following statements. If you have a question regarding any of these statements, please ask prior to initialing and signing the application. Your initials and signature verify that you have read, understand and agree to abide by these statements.

Initial:

_____ I authorize any person contacted to provide the Village of Little Chute any and all information regarding my employment, education and other information concerning any of the subjects covered by the application which may include, but not be limited to, application of employment, performance evaluations, work records, excluding workers compensation if any, wage rates, supervisors' comments, results of any and all non-medical tests, disciplinary reports or letters, and complaints or allegations regarding any misconduct. I agree to execute release authorization forms as required by the Village of Little Chute to request employment records from my present and/or former employer(s). I release and hold harmless the Village of Little Chute, their officers, agents and employees, and the person(s) providing the information from any liability related to the providing of this information.

Initial:

_____ I understand that after receiving a conditional offer of employment I may be required to successfully pass pre-employment and post-employment exams to gain employment or continue employment with the Village of Little Chute. I consent freely and voluntarily to participate in required drug tests and/or a pre-employment physical exam at a location selected by the Village of Little Chute, and consent to the release of the test results to the Village of Little Chute I hereby release and hold harmless the Village of Little Chute, their officers, agents and employees, and the laboratory, their employees, agents and contractors from any liability whatsoever, arising from the drug tests and/or a pre-employment exam and decisions concerning employment based upon the results of the tests.

Initial:

_____ I authorize the Village of Little Chute, its officers, agents, and employees to conduct a background criminal check and a check with the Department of Transportation prior to making a decision regarding employment. I release and hold harmless the Village of Little Chute, their officers, agents, and employees and the person(s) providing the information from any liability related to the performance or result of this check. I recognize that this information will be considered by the Village of Little Chute only if it substantially relates to the position applied for.

Initial:

_____ If accepted for employment, I agree that my status as an employee depends upon my successful performance. I understand that just as I am free to resign at any time, the Village of Little Chute reserves the right to terminate my employment at any time. All employees not covered by a collective bargaining agreement are considered at-will employees.

Initial:

_____ I agree to use such personal protective equipment and devices as may be required by the Village of Little Chute and to comply with safety rules and requirements. In addition, I understand that the Village of Little Chute maintains a workplace free from drugs, harassment and violence.

Initial:

_____ I understand that nothing contained in the application or any employee handbook, the granting of an interview, or an offer/acceptance of employment constitutes an employment contract. I understand that no representative of the Village of Little Chute has the authority to make any assurances to the contrary.

Initial:

I hereby certify that all statements made on or in connection with my application are true, complete and correct to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material fact subject me to disqualification or, if hired, dismissal.

Notice – Wisconsin Open Records Law: Under section 19.36(7) of Wisconsin Statutes, the names of the "Final Candidates" must be open to public inspection. The statute also provides that if an applicant does not want his/her name revealed prior to being a "Final Candidate" they can do so by making a separate request in writing.

The Village of Little Chute is committed to the equality of opportunity for all people. It is the policy of the Village of Little Chute to provide equal employment opportunities for all individuals on the basis of their skills, abilities and qualifications, without regard to race, color, national origin, religion, political affiliation, sex, age, disability, marital status, arrest or conviction record, sexual orientation, disabled veteran or covered veteran status, membership in the National Guard or any other reserve component of the United States or State military forces, use or nonuse of lawful products off the employer's premises during non-working hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification.

Applicant's signature

Date