

The Village of Bee Clerk / Treasurer responsibilities

- Responsible for carrying out and ensuring compliance with policies established by the Village Board
- Responsible for and aid in annual budget and audit/audit waiver including compiling information to determine property tax requirement and levy; assists Auditors with the preparation of the final budget document, and files the State budget forms.
- Responsible for one-and six-year streets plan and aid in scheduling and filing plan
- Aid and oversee grants
- Recommends policy and solutions to problems to the Village Board
- Preparation of Village Board and Building Commission meeting agendas, minutes of meetings and official publications
- Attend all meetings and takes minutes of the Village Board
- Consults with external professionals and engages their services on major projects with approval of Village Board
- Greets and receives the public, in person and by phone/email
- Collects fees, fines, etc. for dog licenses, building permits
- Issue dog licenses and building permits
- performs necessary duties and maintenance of official Village documents and records
- Show ballroom, coordinate ballroom calendar, book ballroom, oversee ballroom rentals, collect rental fees, stock supplies
- Rent Village Hall as requested, coordinate Village Hall calendar, stock supplies and clean Village Hall as necessary.
- Care and daily upkeep of office equipment and supplies.
- Utility billing duties which include monitoring, processing and trouble-shooting the meter reading and emailing/ mailing invoices
- Collect deposits for new residents, and coordinate service turned on/turned off
- Mail shut off notices and coordinate with water for service disconnects
- Insurance annual reviews
- Stay updated on legislature passed impacting Village business and funding
- Bank deposits and reconciling bank statements
- Attend continuing education classes
- Represent Village at regional clerk meetings
- Human Resources and payroll
- Accounts Payable
- Monthly Check writing
- Distribute deposits for utility service if conditions are met
- Accounts Receivable

- General Ledger, Month closing and year end closing funds
- the monthly fund accounting records
- Prepare in-depth financials for the Village Board's oversight
- Social Media
- Pay Sales taxes, State withholding taxes, Federal withholding taxes and any other taxes, and submit forms to necessary government agencies
- Oversee credit cards transactions to ensure meeting necessary oversight
- utility rate studies as needed
- Submit forms to State as required
- Handle complaints and issues as they arise
- Keep confidential information confidential
- Handle anything that arises that the board does not have to handle directly.