



Racine County Treasurer

Summary: The Racine County Board of Supervisors is seeking a detail oriented and civic-minded public servant with strong business acumen, quantitative analytical skills, and demonstrated commitment to excellence and continuous improvement to fill the role of County Treasurer. With the resignation of Jane F. Nikolai as County Treasurer, effective July 31, 2019, the Racine County Board of Supervisors is accepting applications to fill the vacancy for the remainder of the unexpired term through January 3, 2021. The County Treasurer is a Constitutional Officer elected every four years by the voters of Racine County.

Essential Duties and Responsibilities: Chapters 59, 74, and 75 of the Wisconsin Statutes and Section 7 of the Racine County Code of Ordinances establish the duties and responsibilities of the County Treasurer. The following duties are representative of the general function of the position. They are not intended to represent the entire functional capacity of the position.

- Management Services:
 - Develops departmental policies to provide efficient operations of County assets, programs, and staff
 - Designs, enhances, and implements systems that reflect the changing needs of the Treasurer's Office
 - Designs and implements long and short range plans to address funding, equipment, staffing, and public education, and annual budget goals
 - Responds to media inquires
 - Attends public meetings
 - Fully knowledgeable of state statutes and local ordinances pertaining to the Treasurer and Tax Collection
- Supervision of Staff and Temporary Positions:
 - Manages Treasurer's Office staff
 - Prioritizes the work efforts of the Treasurer's Office
 - Performs staff evaluations
- Management of County Banking Program:
 - Reviews banking record keeping operations
 - Reviews and approves bank reconciliations
 - Keep correct record of all expenditures handled by the Treasurer's Office
- Management of the County's Property Tax, Billing, Collection, Distribution and Tax Foreclosure Processes:
 - Performs tax calculations

- Works closely with the Office of Corporation Counsel in managing legal proceedings related to delinquent accounts, property seizures, public sale of property taken in tax foreclosure, and other collection processes
- Oversees property tax bills for print
- Manages the collection of property tax
- Responds to public inquiries which include general information, problem solving, and referrals
- **Marginal Duties:** Attends public meetings as requested/needed. Other duties or projects as may be assigned and required by law.

Desired Qualifications for Employment: The qualifications listed below are representative of the knowledge, skills, and/or abilities most critical to success in the position.

- **Education, Training, and/or Experience:** Bachelor's Degree in Finance or Accounting or equivalent knowledge with years of experience. CPA and/or Certified Cash Manager (CCM) a plus. Master's Degree in Accounting, Finance or Business a plus. Experience in system design, implementation, monitoring and managing. Must possess strategic thinking skills, sound judgment, and be a continuous learner while working in a dynamic environment. Demonstrates initiative and has proven ability to work independently. Proficiency with data analysis and reporting.
- **Supervisory Responsibilities:** Oversees the collection of taxes and utility billings and day-to-day cash management and maintenance of financial records. The County Treasurer provides for the orderly collection, disbursement, and recording of all monies received or disbursed by Racine County. As a leader within Racine County, the ideal candidate will also be able to work with staff, citizens, and local officials and effectively respond to public inquiries and internal requests with a high degree of diplomacy and professionalism. Must have ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with employees, elected officials, the media, professional contacts, and the public. Ability to effectively train, lead and motivate employees and supervise and evaluate the work of others.
- **Technology, Equipment, and Tools Skills:** Advanced PC proficiency including Microsoft Office applications, especially Excel. Ability to adapt and learn new technology essential.
- The minimum qualifications are for the person to be at least 18 years old, a U.S. citizen, a resident of Racine County, and not be imprisoned or under extended supervision for a felony conviction. In order to be considered for this position, Racine County must complete a criminal background check. As part of the criminal background check, Racine County may obtain a consumer report that includes, but is not limited to, creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal and civil history, reference checks, DMV records, any other public records and any other information bearing on the applicant's credit standing, credit capacity, character, general reputation, personal characteristics and trustworthiness.
- **Applications – including cover letter, resume, and three professional references – must be submitted to the Racine County Clerk's Office** (Racine County Courthouse – 1st Floor, North End, Attn: Wendy Christensen, 730 Wisconsin Ave., Racine, WI 53403 or via email at Wendy.Christensen@racinecounty.com) **by September 9, 2019.**