

Position: Deputy Treasurer
Department: Administration
Date Posted: November 18, 2016
Application Deadline: Open Until Filled

Opportunity – The Village of Richfield (pop. 11,385) in Washington County, Wisconsin, is seeking highly qualified applicants to serve as the Village’s Deputy Treasurer and function within the Village’s leadership Team. In the last 17 years, the Village has had two (2) individuals serve the taxpayers of our great community in this capacity. Successful candidates will have the ability to think independently, have strong knowledge of governmental accounting, benefit administration, audit preparation, payroll, budget development and maintenance, debt service management, tax collection, financial reporting, long-term financial planning, and weights and measures licensing, all with an open and positive communication style geared towards ‘citizen service’. Richfield has an approximate annual budget of \$4,000,000 and has three (3) modest lighting utility districts.

This individual must also have the ability to work well independently and with several members of the management Team to help ensure appropriate checks and balances are provided for normal governmental functions. There are frequent interactions on the telephone and in-person with a variety of people, including co-workers, elected officials, other professionals, community stakeholders, and the general public.

Minimum requirements – The Village is seeking a candidate with three (3) or more years of progressively responsible experience in municipal operations. A Bachelor’s Degree or Associate’s Degree in accounting, finance, business administration, or political science is preferred but not required. Equivalent combinations of education and/or progressively responsible experience will also be considered. The ideal candidate will have a strong desire to be an important contributor in a Team environment which is aimed at providing Village services in the most efficient, effective and economical manner possible.

Compensation & Benefits - The Deputy Treasurer is an exempt, non-represented position. The hiring range is \$45,000 - \$50,000, depending on qualifications. Besides a competitive salary, those choosing the Village of Richfield will find a very comprehensive benefits package awaiting them. Including, but not limited to, a robust health insurance plan, employer HSA contributions, Wisconsin Retirement, paid holidays and an accrued personal day per month.

How to Apply - A complete job description and employment application can be obtained from the Village of Richfield’s website at www.richfieldwi.gov or by contacting Village Administrator Jim Healy directly at Administrator@richfieldwi.gov. Along with a submitted employment application and resume, candidates shall also submit a cover letter outlining their interest in the position.

Deadline – Applications will be accepted until the position is filled. Submissions may be sent to the below listed address or via e-mail to Village Administrator Jim Healy at Administrator@richfieldwi.gov.

Village of Richfield
C/O Mr. Jim Healy, Village Administrator
4128 Hubertus Road
Hubertus, WI 53033

As a condition of employment, the intended candidate will be subject to a background investigation and a drug screen. Pre-employment evaluations will be conducted at the expense of the Village of Richfield. The Village of Richfield values the unique perspectives of all of our employees and encourages individuals who reflect the diversity of our community to apply. The Village of Richfield is an Equal Opportunity Employer.