

## CITY CLERK/TREASURER – CITY OF AMERY

**Deadline:**

Thursday, February 7, 2019

**Position Objectives:** The City of Amery (3,000) is seeking to fill its position of Clerk/Treasurer. The candidate for this key supervisory position must be able to perform a variety of routine and complex financial, clerical, secretarial, administrative and statutory duties typical for the position of Clerk/Treasurer, keep official records, conduct adequate research, and present findings to the Council during regular, special or working sessions.

**Duties and Responsibilities:** The hired City Clerk/Treasurer shall be responsible for performing those duties as required by Sec. 62.09(9) and Sec. 62.09(11), Wisconsin Statutes and the following duties: Manage, supervise and direct office staff in the day-to-day operations; assist with the development and preparation of the annual budget; conduct elections, including voter registration, notices, ballot preparation and Election Day activities; assist with preparation and distribution of agendas, materials, minutes and records of meetings; Assist the City Administrator with investment portfolio and cash flow; prepare and maintain City's general ledger, accounts receivable, fixed assets, receipts, assessments, liens, collections, deposits and other financial records. Responsible for the Tax Roll, receive collections and distribute proportionate share of collections to taxing units; assist the Assessor in maintaining property assessment records when needed.

**Minimum Requirements:** Candidate must possess a high level of integrity, leadership, problem solving, and commitment to public service. Prefer candidate with municipal experience and must have both CMTW and WCMC certifications or have the ability to obtain within 4 years of appointment. The preferred candidate must also be a notary or have the ability to obtain Notary Public Certification within 6 months. A full job description is available on our website.

**Benefits:**

Position offers a full benefit package including participation in WRS, health & dental insurance, and personal time off (PTO) days. Salary dependent on qualifications.

**More Information:**

Submit resume, letter of interest, and City employment application by February 7, 2019, to City of Amery, 118 Center Street, Amery, WI 54001, Attn. Kim; [www.amerywi.gov](http://www.amerywi.gov)