

**City of Lake Mills – Finance Department  
Bookkeeper**

The City of Lake Mills is seeking a motivated and qualified individual to fill the full-time position of Bookkeeper. This position requires strong knowledge of bookkeeping and **governmental bookkeeping experience** is strongly desired. An employee in this position assists with the performance of duties within the Finance Department and must have the ability to perform difficult and responsible tasks with minimum supervision, work with independent discretion and good professional judgment. Applicants must have a high school diploma or equivalent, minimum five (5) years of accounts payable, accounts receivable, payroll, and general ledger experience; or substituting course work or training in bookkeeping or municipal accounting for up to six months of the above experience; or any equivalent computation of experience and training. \$19-21 anticipated hourly wage based on qualifications and experience. Excellent benefits package. A complete job description and application form can be obtained at [www.ci.lake-mills.wi.us](http://www.ci.lake-mills.wi.us) or City of Lake Mills Municipal Offices. Submit application and resume to Melissa Quest, City Clerk, 200D Water St, Lake Mills, WI 53551 or [mquest@ci.lake-mills.wi.us](mailto:mquest@ci.lake-mills.wi.us) no later than 5:00 pm, January 24, 2019. EOE.