



136 North Monroe Street  
Waterloo, WI 53594  
Phone: (920) 478-3025  
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[www.waterloowi.us](http://www.waterloowi.us)

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## FINANCE DIRECTOR - DEPUTY CLERK/TREASURER

### JOB POSTING/DESCRIPTION

The City of Waterloo, Wisconsin (pop. 3,371) located in Jefferson County is accepting applications for the position of Deputy Clerk/Treasurer. The position may be reclassified as Finance Director in 2019.

Preferred candidates will have municipal government experience and/or a degree in accounting or finance. Strong accounting, organizational, communication and computer skills are required.

Our 2018 audit process is completed, and the selected candidate will have training opportunities with the current Deputy Clerk/Treasurer.

### Your Opportunity

If your friends describe you as being “uber organized” and having an eagle’s eye for detail – our accounting system is *in great shape* and ready for you. We are seeking a career-oriented finance professional to join our team.

We offer the stability of a well-run smaller municipality, flexible hours, no evening meetings, the Wisconsin Retirement System’s highly acclaimed Retirement and Health Insurance and other benefits

### Your Impact

Your role is vital to maintaining Waterloo’s strong financial health. You will own assigned processes and have the ability to drive process improvements and efficiencies as needed.

### What You Will Be Doing

- General Ledger
- Accounts Receivable
- Accounts Payable
- Payroll
- Financial Reconciliations
- Human Resources
- Annual Audit
- Cross-training and performing shared duties in a three person Clerk/Treasurer’s Office

### You’re Good At

- Being highly organized
- Managing multiple projects at once
- Problem-solving
- Process improvement and process documentation

## Required or Preferred

- Associates Degree, or greater, from an accredited institution with coursework in accounting required
- Previous experience in governmental accounting/auditing preferred
- Overall MS Office suite experience required
- Required experience in MS Excel that includes data analysis and building/using formulas
- Experience using Caselle accounting software is a major plus

## Great Benefits

- Retirement Contribution
- Health Insurance
- Life Insurance
- Income Continuation
- Flexible Benefit Plans-Health Care and Dependent Day Care Accounts
- Vacation, Sick Leave
- Paid Holidays

## Compensation -- \$54,060 Annually

## About Waterloo

Waterloo is a laid-back community just twenty minutes from Madison. The home of Trek Bicycle as well as other well-established employers, it features small town charm at an affordable price, abundant outdoor recreational opportunities and great schools – both public and private. Learn more: [www.waterloowi.us](http://www.waterloowi.us)

The municipality operates four tax incremental finance districts, has a minimal debt obligation and strives to be innovative and resourceful.

The City of Waterloo is an equal opportunity employer.

## Your Next Step

Submit a cover letter highlighting relevant experience, a resume and three professional references to:

Mo Hansen  
Clerk/Treasurer  
City of Waterloo  
136 North Monroe Street  
Waterloo, WI 53594  
[mhansen@waterloowi.us](mailto:mhansen@waterloowi.us)  
920-478-3025

This position is open until filled.