

City of Peshtigo
Full or Part-Time
Deputy Clerk/Treasurer

The City of Peshtigo (Pop 3,400) is seeking a qualified, responsible and organized individual to fill the position of Deputy Clerk-Treasurer. This position assists the City Clerk-Treasurer in performing statutory Clerk & Treasurer duties. Duties include but not limited to accounts payables & receivables general ledger maintenance, records management, utility billing process, payroll, elections, tax collections, preparing minutes, licensing, and customer service.

The ideal candidate will have an Associate's Degree in accounting or two years of related bookkeeping experience, along with advanced computer skills, knowledge of Microsoft applications, and excellent customer service and communication skills. Must be able to plan, prioritize, take initiative and meet deadlines. Prior municipal management & governmental budgeting experience is highly valued.

Wages and hours will be based on qualifications and experience, competitive benefits package for full-time position. Application and full job description may be obtained at City of Peshtigo, 331 French St., Ste. A, Peshtigo, WI 54157 or by emailing a request to tammyk@cityofpeshtigo.us. Cover letter, resume and application must be received by 4:30 p.m. on Friday, March 1, 2019 and may be submitted to Tammy Kasal, Clerk-Treasurer at the above address or email.