

## Village Treasurer – Village of Union Grove, Wisconsin

The Village of Union Grove is seeking a full-time Village Treasurer. Union Grove (population 5,000) offers a high quality of urban and rural life and excellent opportunity for residential, commercial, and industrial growth. Union Grove is centrally located between Milwaukee and Chicago. Interstate I-94 is only five miles east, and US Highway 45 serves as the Village's Main Street with a charming downtown atmosphere. Union Grove functions under a Village board comprised of 6 elected trustees and a Village President. Total annual budget including water and wastewater utility is \$3.5 million, with 15 FT employees.

The Village Treasurer carries out the statutory duties of municipal treasurer and is responsible for the precise, accurate, and timely processing of all funds received and disbursed by the Village of Union Grove and its utilities. Key responsibilities include coordinating the annual tax collection and settlement process, maintaining all financial accounts and records, administering accounts payable and accounts receivable functions, carrying out all payroll and benefit programs, managing the annual audit process, assisting with annual budget preparation, overseeing debt service and ensuring timely financial reporting. The Village Treasurer is committed to maintaining the Village's solid financial position, while providing high-quality service to Village taxpayers.

Candidates must possess at least two years of experience as a municipal treasurer, deputy treasurer, or other position involving governmental accounting. A bachelor's degree in accounting, or a closely related field, is preferred but a two-year associate's degree with applicable experience will be considered.

Qualifications, experience and the interview will determine the salary range. Excellent benefit package. Candidates should apply by submitting an application, resume, cover letter and contact information for three work related references to Village Administrator, Michael Hawes, by e-mail to [mhawes@uniongrove.net](mailto:mhawes@uniongrove.net). Position is open until filled. To download a copy of the employment application form, visit <https://www.uniongrove.net/administration/employment-opportunities/>