

Assistant to the Administrative Services Director

Located on the shores of Lake Michigan in both Milwaukee and Ozaukee County, Bayside is a primarily residential community of 4,400 residents, and providing service to up to 65,000 residents. Bayside is a dynamic balance of progressive ideas and traditional values that provides an inviting and premiere community for all. Our mission, to be a leader in accountable and innovative public service, striving for the continual enhancement in the quality of the Village. In pursuit of our mission, our strategic values include fiscal integrity, service excellence, civic engagement and sustainability.

Your role with us will be to serve as an integral component in providing solution based, innovative, and superior service to our constituencies, and to provide leadership, strategic direction and administrative oversight for the Village organization in accordance with the policies established by the Village Board. Specifically, you will be a vital component in assisting with the financial management and administrative services of the Village, assisting in the administration of the Village budget and audit, managing accounts receivable and accounts payable, administering payroll, and performing financial analysis, accounting, and reporting.

Apply online at <https://www.governmentjobs.com/careers/bayside>. Applications will be accepted through March 22 at 4 pm.