



VILLAGE OF WILLIAMS BAY

Village of Williams Bay Seeks Full-Time Deputy Clerk/Treasurer

Located on the shores of beautiful Geneva Lake, the Village of Williams Bay is seeking candidates for our newly created position of full-time Deputy Clerk/Treasurer. The applicant will be responsible for assistance with duties of Clerk/Treasurer under WI Stats. 61.25 and 61.26, under Village ordinances and as directed by the Village Administrator and Village Board. Responsibilities include, but not limited to agendas, meetings and minutes; elections; ordinances and resolutions; licensing and permits; payroll; AP and AR; budget and tax preparation; and financial reports. Municipal government experience as a municipal clerk, municipal treasurer, or accounting background preferred. Position requires working several evenings per month and every third Saturday morning. Salary range is \$40,000 to \$55,000 DOQ and includes generous benefits. Submit resume, cover letter and application to Village of Williams Bay, PO Box 580, Williams Bay, WI 53191, or to admin@williamsbay.org. First review of applications is 4:00 PM on Monday August 12, 2019.

The Village of Williams Bay is an Equal Opportunity Employer and values diversity. All employment decisions are made on the basis of qualifications, merit and operational need.