

Village Treasurer
Village of Pewaukee, Wisconsin

The Village of Pewaukee (pop. 7,924 – preliminary 2019 population estimate) is looking for a full-time Village Treasurer. Duties include but are not limited to the proper administration of the financial affairs, transactions and fiscal records of the Village; maintaining all debt records and processing of repayments; preparing all required financial reports; prepare quarterly Utility billings and process/prepare work orders for meter installations. Familiarity with Workhorse Software a plus. Position co-supervises staff of two. See position description for full list of job duties. Interested employees should be knowledgeable of WI State Statutes and election laws and procedures. College degree in accounting or financial management with 6 plus years of related experience preferred. Professional designation desirable. Salary Dependent on Qualifications. Submit Village Application (required), resume and letter of interest to Village Administrator, 235 Hickory Street, Pewaukee, WI 53072 or sgosse@villageofpewaukee.com by Thursday, September 26, 2019 at 4PM CST.