



Assistant Treasurer

The City of Neenah Finance Department is looking for a detail oriented, organized, and citizen focused person to work as a full time Assistant Treasurer.

Responsibilities:

- Supervise the processing and balance payments for property taxes, utility bills, parking citations, pet licenses, fire permits, etc. in accordance with City policies and procedures.
- Daily reconciling of cash receipts, tax reports along with monthly journal entries and reconciling of bank statements and general ledger accounts.
- Coordinate all aspects of property tax collection and tax settlement process.
- Provide supervision, direction and oversight of daily duties and issues within the treasury function.
- Coordinate and maintain electronic payment processing

Requirements:

- Minimum of Associates Degree in Accounting or Finance, and advanced degree preferred.
- Minimum five years accounting/finance experience.
- Excellent oral and written communication skills are essential
- Excellent mathematical aptitude and advanced Microsoft Word and Excel skills.

Preferred Qualifications

- Experience in a government or public accounting environment
- Understanding of computer-based government fund accounting
- Supervisory experience
- Wisconsin Municipal Treasurer Institute Certificate

Pay & Benefits:

Salary range is \$54,015 - \$77,591. Starting salary will be determined based on the successful candidate's qualifications. Starting salaries above the midpoint of \$65,481 require Common Council approval. The City offers participation in the Wisconsin Retirement System and a competitive benefits package. This is an exempt position under the FLSA not eligible for overtime pay.

How to Apply:

To be considered for this position, please apply through our online application system, which can be found at <http://agency.governmentjobs.com/neenahwi/default.cfm> or through our website at www.ci.neenah.wi.us, click on employment. Applicants without computer access may apply at the Neenah Public Library via library computers.

Please **attach both a cover letter and resume** to your online application. Applications without both items will not be considered.

Position will remain open until filled.

The City of Neenah is an Equal Opportunity Employer.