

**Financial / Accounting Team Member Position
Deputy Clerk / Deputy Treasurer – City of Boscobel**

The City of Boscobel is looking for a Deputy Clerk / Deputy Treasurer to join our team and fill a vacant position due to a retirement. This position is a full-time 40-hour a week position, Monday through Friday from 7 am until 4 pm, and possibly some evenings for meetings/elections. This position reports to the City Administrator, and performs a variety of accounting, legal, and office duties. Minimum requirements are an Associate's Degree in accounting; thorough knowledge of accounting methods and practices; a minimum of three years of increasingly responsible related experience; or an equivalent combination of related education, experience, and training which provides the required knowledge, skills and abilities; a sincere attitude of teamwork, and a commitment to community service; strong internal and external customer service skills; strong attention to detail; ability to communicate effectively with fellow employees, supervisors and the general public; strong computer knowledge of Microsoft Office and ability to learn and adapt to any other required software applications. This is a full-time hourly paid position with a full benefit package. Hourly rate will be between \$17-20 per hour based upon experience and qualifications.

The City will begin reviewing applications on **January 6, 2020. Applications will be accepted until position is filled.** Please send completed **City of Boscobel Application and Resume** to: City of Boscobel, Attn: Misty Molzof, City Administrator, 1006 Wisconsin Avenue, Boscobel, WI 53805 or by email to mmolzof@wppienergy.org. Applications can be picked at City Hall, 1006 Wisconsin Avenue, can be found on www.boscobelwisconsin.com, or can be requested by email at: vgrimesey@wppienergy.org.

**The City of Boscobel is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind. The City of Boscobel is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based upon needs, job requirements, and individual qualifications, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, disability status, family or parental status, or any other status protected by the laws or regulations in Wisconsin. The City of Boscobel encourages ALL interested persons to apply.