

**Village of East Troy**  
**Deputy Treasurer/Accounting Assistant**

Don't miss this opportunity to work in a dynamic team environment in the Administration Department. Primary duties include, but are not limited to, monitoring and reconciling bank and investment accounts; maintaining and tracking general ledger accounts, capital assets, capital project spending, and grant spending; providing information for annual audit; assisting with budget preparation; preparing various financial reports for State and County; managing liability insurance and claims; and assisting with general walk-in customers and phone calls. A full job description can be located at [www.easttroywi.gov](http://www.easttroywi.gov) The individual must have a strong financial background, exceptional customer service and communication skills as well as be proficient in using Microsoft Office.

Educational requirements meeting any of the following will be considered:

- Bachelor's degree in accounting or related field, and four to six years of fund accounting or municipal accounting with budgeting experience
- Associate degree with accounting or governmental accounting experience
- Any commensurate combination of education and experience
- Being a Certified Municipal Treasurer is preferred, but not required.

Salary range for the position is \$20.60-\$28.25 with a starting salary of \$20.60-\$22.95 per hour depending on qualifications. Position benefits include, but are not limited to, Wisconsin Retirement System, health insurance, dental insurance paid by employer, long-term disability, earned sick leave, earned vacation time, and holiday pay. Applications are due by February 7, 2020, for the first review occurring that date. Position will be open until filled.

The selected candidate is subject to a background investigation and pre-employment drug screen.

**Required submittals:**

Please submit a resume, cover letter and completed Village of East Troy job application (located at [www.easttroywi.gov](http://www.easttroywi.gov) ) to: Eileen Suhm, Administrator, Village of East Troy, 2015 Energy Drive, East Troy, WI 53120 or send electronic documents to [esuhm@easttroywi.gov](mailto:esuhm@easttroywi.gov).