

Clerk-Treasurer
Part-Time
Village of Rockdale

The Village of Rockdale is seeking an individual with financial and administrative experience to fill its Clerk-Treasurer position. This position is responsible for day-to-day operations, and reports to the Village Board. Minimum requirements: knowledge and experience with Microsoft Office Products and Quick Books, knowledge of accounting and municipal government, high school diploma (GED). Communication and organizational skills are essential.

Responsibilities include coordinating elections, preparing the annual budget, preparing the tax levy and collecting taxes, taking minutes of meetings, posting and publishing legal notices, billing and receipting monies, grant writing, and performing additional duties as needed.

Salary \$12,000 annually. This position averages 15-20 hours per week. Attendance at evening meetings required. No employee benefits are available.

Submit cover letter and resume to: Village of Rockdale, PO Box 160, Cambridge, WI 53523. Resumes must be received by April 16, 2020. A complete job position description may be obtained at the Village Hall or on the Village of Rockdale website www.villageofrockdale.com. For more information call the Village Office at 608-423-1497. The Village of Rockdale is an equal opportunity employer.