

EMPLOYMENT OPPORTUNITY FINANCE DIRECTOR/CLERK – VILLAGE OF WHITEFISH BAY

The Village of Whitefish Bay (pop. 14,110), located on the North Shore of Milwaukee County, WI, is seeking to fill the position of Finance Director/Clerk. The Village is seeking candidates that are enthusiastic about financial management and accounting in a municipal setting. In collaboration with a deputy clerk, the ideal candidate will also be able to fulfill duties of the Village Clerk as set forth in the Wisconsin Statute 61.25 and that of the Village Treasurer as set forth in the Wisconsin Statute 61.26.

Required Training & Experience

A bachelor's degree from an accredited college or university in administration, accounting, or finance and five years of progressively responsible supervisory experience in finance; or equivalent combination of training and experience which provides the required knowledge, skills, and abilities. A Master's degree in administration, accounting, or finance and/or CPA, CPFO, etc. is strongly preferred.

Position Overview, Skills & Abilities

Manage treasury functions including the collection of all Village revenue; investment of Village Funds; overall cash management; supervise the processing of all accounting transactions, payables, receivables, general ledger, payroll, utility accounting, assessing, capital planning, year-end accounting procedures.

Possess comprehensive knowledge of acceptable practices and standards in accounting, auditing, budgeting, investment management, and debt financing; thorough knowledge of the laws and regulations that impact the work performed and supervised.

Have the ability to maintain absolute confidentiality of information encountered in the course of employment; analyze and interpret complex documents; respond effectively to sensitive inquiries; write clear specialized reports and correspondence; effectively present information and respond to questions on complex topics to a variety of audiences; define problems, collect data, establish facts and draw valid conclusions; interpret an extensive variety of financial, legal and technical materials; deal with several abstract and concrete variables in an assortment of formats.

Extensive involvement with preparing and analyzing municipal budgets, prior experience as a municipal treasurer or deputy treasurer, familiarity with BS&A financial and accounting software are all strongly preferred. Must possess the ability to work together as both a member of the senior management team and as the supervisor of two direct reports (Deputy Clerk and Assistant Finance Clerk).

Salary & Benefits

This position's current salary range is \$90,000 - \$108,000. An excellent benefits package is also available and includes health, dental, life insurance, income continuation, paid holidays, paid time off, and membership in the Wisconsin Retirement System.

How to Apply

Interested candidates should forward cover letter, resume, and five professional employment references and a completed Village employment application. Application form can be found online here: <https://www.governmentjobs.com/careers/wfbvillage>. The specific job functions, duties, requirements, and physical demands of the position can be found in the job description, which is available on the Village website: <http://www.wfbvillage.org/DocumentCenter/View/1098/>