

FULL TIME CLERK/TREASURER

The **City of Brillion, Wisconsin (pop. 3,148)**, is seeking an experienced professional to work as the City Clerk/Treasurer. Successful candidate must hold appropriate state certification for Municipal Clerk-Treasurer or obtain certification within 3 years. The City Clerk/Treasurer is responsible for election administration, maintain fiscal records for the city, attend meetings and take minutes, tax collections, audit preparation, licensing, accounts payable and receivable, payroll and clerical functions in accordance with State Statutes and Municipal Ordinances.

Successful candidate must have a high school diploma and a Bachelor's or Associate Degree in Business Public Administration, Records Management, Human Resources, Accounting, or related field is preferred; or equivalent combination of acceptable or related experience or training. Three to five years of municipal government experience is preferred with an emphasis on finance and accounting.

Candidate must have a friendly and professional attitude and must function well both independently and as part of a team. The position is full-time salary exempt with an annual salary range of \$45,000-55,000 depending on qualifications.

For job description and application please refer to www.ci.brillion.wi.us. Candidates should apply by **Friday, June 26, 2020 by 12:00 noon** with resume, cover letter and contact information for five work-related references. Send City application, resume and cover letter to:

City of Brillion
Attn: City Administrator
201 N. Main Street
Brillion, WI 54110

Or email to admin@ci.brillion.wi.us

The City of Brillion is an Equal Opportunity Employer