

Village of Frederic
110 Oak Street E, PO Box 567
Frederic, WI 54837

VILLAGE OF FREDERIC TREASURER

The Village of Frederic is seeking a dedicated, civic-minded public servant who is committed to excellence and continuous improvement to fill the role of Village Treasurer. This position is responsible for performing the duties of Village Treasurer as prescribed by Wisconsin state law and the Village Board. This full-time position requires a strong working knowledge of municipal management, governmental budgeting, finance, payroll, payables, receivable, tax preparation and collection, budgeting, loans, and various other Treasurer duties. Attendance at meetings of the Village Board and other various committees, commissions, and boards is a requirement. Position requires a degree in public or business administration, finance, or a related field, and/or certification as a Wisconsin Certified Municipal Clerk or Wisconsin Certified Municipal Treasurer; or equivalent combination of experience and training which provides the required knowledge, skills, and abilities. A minimum of two years of municipal experience as a Treasurer or Deputy Treasurer is preferred. The Village offers an excellent benefit package including participation in WRS; health, dental, and life insurances; and personal and vacation time. This is an exempt position and salary is dependent on qualifications. Mail, drop off, or email your cover letter, resume to: Village of Frederic – Attention Jen, PO Box 567, Frederic, WI 54837 jennifer@fredericwi.com to ensure consideration, all required materials shall be received by 4:00 PM on Monday, November 9th, 2020. Submittals made after the deadline may be considered until the position is filled.