

**VILLAGE OF WALWORTH
CLERK TREASURER**

The Village of Walworth (Pop. 2,830) is seeking a dedicated, civic-minded public servant who is committed to excellence and continuous improvement to fill the role of Village Clerk Treasurer. This is a managerial position responsible for the direction of the Deputy Clerk Treasurer and Administrative Clerk; performing the duties of Village Clerk and 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, and finance. The position maintains all official Village records, ordinances, and resolutions, and is responsible for the administration of elections, annual licensing, as well as overseeing payroll, payables, receivable, tax preparation and collection, budgeting, loans, and various other Clerk 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 Clerk Treasurer or Deputy Clerk or Treasurer is preferred.

The Village offers an excellent benefit package including participation in WRS; health, dental, vision, and life insurances; and sick, personal and vacation time. This is an exempt position. Salary is dependent on qualifications and experience..

Application and full job description can be obtained from the village website www.villageofwalworth.govoffice2.com. Mail, drop off, or email your cover letter, resume, application, and five professional employment references to:

Village of Walworth
PO Box 400
Walworth, WI 53184
dclerk@villageofwalworth.us

To ensure consideration, all required materials shall be received by 5:00 PM on Friday, December 4, 2020. Submittals made after the deadline may be considered until the position is filled.

The Village of Walworth is an Equal Opportunity Employer