

Village of Newburg
Job Opening in Bookkeeping / Accounting
Position Title: Deputy Treasurer / Deputy Clerk

The Village of Newburg (pop. 1,254), nestled along Hwy 33 between West Bend and Saukville, has an excellent job opportunity for 20-30 hours per week. We need someone with solid clerical and bookkeeping skills, courteous customer service, and go-getter initiative, who would like grow in a position with the potential for expanded responsibilities or just simple longevity. We offer a relaxed work environment that honors work-life balance and a view of the Milwaukee River from your office window. Apply today and let's see if you're the missing piece to our team!

Responsibilities: Primary duty is maintaining the QuickBooks (desktop) accounting / bookkeeping for the village and working with the Treasurer on financial reports and issues. Duties also include serving as a receptionist for Village Hall, greeting visitors and answering questions about tax bills, and zoning; assisting with elections, ballots, licensing, meeting minutes and agendas, issuing utility bills, scanning, filing, organizing records, researching municipal issues, and serving as an assistant to the Village Administrator. Cleaning may or may not be part of the role depending on the individual.

Schedule: Versatile part-time schedule, 3-4 days per week plus a few evenings per month for public meetings. Averaging 20-30 hours per week.

Compensation: \$17.00 - \$20.00 per hour.

Minimum Qualifications: Associate's degree with at least 2 year of experience working in an office, or High School diploma / G.E.D. with at least 4 years of experience working in an office. Ability to balance a checkbook, and use a computer with MS Word, Excel, and Outlook. Pleasant demeanor to greet visitors to Village Hall and help provide information or solve problems.

Desired Qualifications: Skilled with QuickBooks (desktop) accounting software and payroll, accounts payable, billing, and month-end reports. Notary public. Knowledge of Roberts Rules of Order, and how public government meetings operate. Experience working with elections in municipal government, laserfiche filing software, and updating online information posted to websites. Associates Degree or better in accounting. Understanding of "small town politics." Disciplined in business communications, knowing what to share, when, and with whom. Mind reading is strongly desired. (Okay, we might be kidding about that last one.)

How to Apply: Questions? Call Deanna at (414) 939-9339. Send your resume, references, and a letter of introduction explaining why you might be a great fit and when you might be available to start, to the Village Administrator, 620 W Main St., PO Box 50, Newburg, WI 53060-0050, or by email to dalexander@village.newburg.wi.us. Position open until filled.