

**VILLAGE OF MUKWONAGO
ADMINISTRATIVE PAYABLES CLERK**

The Village of Mukwonago is seeking a dedicated, civic-minded public servant who is committed to excellence and continuous improvement to fill the role of Administrative Payables Clerk in our busy Village Hall location.

Primary functions of this opportunity include, but are not limited to, processing payroll and accounts payable, and cash receipting a variety of payments. In addition, there are many smaller tasks that are part of the job. This role interfaces regularly with Village staff and residents via phone and in-person interactions.

Wages for this non-exempt, hourly position is dependent upon qualifications and experience and will range between \$19.07 to \$25.75 per hour. This is a full-time position with excellent benefits.

The Mukwonago General Employment Application may be obtained at the Village Hall, 440 River Crest Ct., Mukwonago, WI 53149, or online at <https://villageofmukwonago.com/government/job-opportunities/>. Application and resume will be accepted until Friday, May 21, 2021, and should be directed to: Diana Doherty, Finance Director, Village of Mukwonago, 440 River Crest Court, Mukwonago WI 53149, ddoherty@villageofmukwonago.com.

Position open until filled.

Equal Opportunity Employer