

**VILLAGE OF WAUKESHA, WI**  
**APPLICATIONS FOR THE POSITION OF: VILLAGE CLERK/TREASURER**

OPENING DATE:       October 5, 2021  
CLOSING DATE:       October 19, 2021 or until filled

**JOB SUMMARY:**

The Village of Waukesha (population 9,300), located in Waukesha County, is seeking a dedicated, civic-minded public servant who is committed to excellence and continuous improvement to fill the position of Village Clerk-Treasurer. This position is a department head position, responsible for the direction of the Deputy Clerk/Treasurer, and performing the various functions of the offices of Village Clerk and Village Treasurer as defined by State Statutes and Municipal Ordinances. Certification as a Municipal Clerk and Municipal Treasurer or working toward such certification is preferred.

This full-time position requires a strong working knowledge of municipal management, governmental budgeting and finance, maintains all official Village records, ordinances, and resolutions, and is responsible for the administration of elections, annual licensing, as well as overseeing payroll, accounts payable and receivable, receipts and deposits, and investment of public funds, tax preparation and collection. Attendance at meetings of the Village Board and other various committees, commissions, and boards to take and prepare minutes, and posting agendas, is a requirement.

This 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 three years of municipal experience as a Clerk, Treasurer, or Clerk/Treasurer is preferred.

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

Please submit complete resume and application. Village Application is available off our website:

[www.townofwaukesha.us](http://www.townofwaukesha.us) Contact:   Beth Gerbing, Deputy Clerk/Treasurer  
W250 S3567 Center Road, Waukesha WI 53189  
(262) 542-5030  
[bgerbing@villageofwaukesha.com](mailto:bgerbing@villageofwaukesha.com)

**THE VILLAGE OF WAUKESHA IS AN EQUAL OPPORTUNITY EMPLOYER**