

Village of Newburg
Job Opening: Deputy Treasurer/ Deputy Clerk

Position: The Village of Newburg is seeking candidates for the position of Deputy Treasurer/ Deputy Clerk. This position serves as an assistant to the Village Administrator and as the primary receptionist and bookkeeper at village hall, helping members of the public with dog licensing, bartender licensing, voter registration, tax payments, sewer bills, and other general questions. Other duties include A/P, filing, and light office cleaning.

Minimum Qualifications: Experience with QuickBooks accounting software, has worked in municipal government, and is able to provide pleasant customer service while multi-tasking.

Details: Schedule is Monday through Thursday, 930am to 430pm, plus some Fridays and some evening meetings once to twice per month. Compensation is \$17-\$20 per hour depending on qualifications. Friendly and casual office overlooking the Milwaukee River in a small-town atmosphere located midway between West Bend and Saukville.

To Apply: Send your resume and a letter of introduction explaining why you might be a great fit to: Village Administrator, PO Box 50, Newburg, WI 53060-0050, or by email to dalexander@village.newburg.wi.us