



**Village of Suamico  
Accountant**

First Review: 10/29/2021, open until filled  
Position: Accountant  
Hourly Wage: \$21-\$27 per hour, based on qualifications  
Benefits: May qualify for the Wisconsin Retirement System (WRS)  
Status: Part-Time (16-20 hours/week)  
Reports to: Director of Administrative Services

**SUMMARY OF JOB**

The Accountant is responsible for various accounting tasks (journal entry posting, monthly and annual reconciliations, depreciation calculations, and financial reporting). This position may also assist with tax collections and budget preparation. Qualified candidates must have an Associate's degree in Accounting, Finance, or related Business School degree, Bachelor's degree strongly preferred; and two years of experience in the accounting or bookkeeping field. Municipal, state or federal government experience preferred. A certified public accountant (CPA) is preferred but not required for this job. Please see the full position description on the village website at [www.suamico.org](http://www.suamico.org) or at the Municipal Services Center located at 12781 Velp Avenue.

The Village of Suamico is a growing, full service community whose rural charm, natural beauty and public amenities have made approximately 13,000 residents happy to call Suamico home. Within the Village, you will find a wide variety of shops and restaurants, excellent public schools, and beautiful community parks. This is a newly created position that will be working closely with the Director of Administrative Services. The selected candidate will have the ability to request a regular work schedule within the Village open hours of Monday-Friday, 7:30am-4:30pm or, during the summer months, Monday-Thursday, 7am-4:30pm, Friday 7-11am.

**Interested candidates should submit a cover letter, resume and three references to:**

Jessica Legois - Director of Administrative Services  
Via Email at [JessicaL@suamico.org](mailto:JessicaL@suamico.org)

Or Mail To:  
Village of Suamico  
ATTN: Jessica Legois  
12781 Velp Avenue  
Suamico, WI 54313