

Village of Johnson Creek

125 Depot Street
P.O. Box 238
Johnson Creek, WI 53038
Phone (920) 699-2296
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Crossroads with a Future

Village of Johnson Creek Seeking a qualified candidate for the position of Deputy Clerk-Treasurer.

The Deputy Clerk-Treasurer is a full-time, salaried position performing all municipal administrative functions related to elections and voter registration, account maintenance including preparation of deposits and reconciliation, prepares bi-weekly payroll and system reports to Federal and State agencies, maintain employee benefits, prepares and processes monthly utility billings and payments, processes customer inquiries by phone and in-person. This position may require attending night meetings on an occasional basis.

Qualifications:

Three years' experience in payroll, accounts receivable, cash receipts and maintenance of account records is required. Municipal or utility experience a plus. Proven expertise in Microsoft Office software required. Associate or Bachelor's degree in accounting or business administration preferred. Ideal candidate will have experience and knowledge of municipal administrative functions and possess excellent interpersonal communication skills. Salary range begins at \$46,500 DOQ.

**Applications available at Village Hall or on Village web site:
www.johnsoncreek-wi.us.**

**Submit application with resume and cover letter
by December 23, 2021 (noon):**

By e-mail to villageadministrator@johnsoncreekwi.org

OR

Mail to Brad Calder, Village Administrator, P.O. Box 238, Johnson Creek, WI 53038

OR

In person at Johnson Creek Village Hall, 125 Depot Street.

Interviews are anticipated to be held on December 29th, 2021.