

Village of Johnson Creek

125 Depot Street
P.O. Box 238
Johnson Creek, WI 53038
Phone (920) 699-2296
Fax (920) 699-2292



Crossroads with a Future

Clerk-Treasurer Village of Johnson Creek

The Village of Johnson Creek, the fastest growing community in Jefferson County which embraces small town charm with big ideas and is known as the "Crossroads with a Future" due to its prime location halfway between Milwaukee and Madison along I-94 is seeking a dynamic candidate to join our team as the full-time Clerk-Treasurer.

The Clerk-Treasurer is an integral part of the team consisting of 18 full time employees and a budget of \$7M for all funds. The successful applicant will be responsible for the duties of the Village Clerk and Treasurer as defined in Wisconsin Statutes and Village Ordinance, and will lead and coordinate the duties of the Deputy Clerk/Treasurer, Administrative Assistant, and newly created Utility Clerk position. Areas of responsibility may include issuing licenses and permits; registering voters; administering elections; coordinating various Committee, Commission, and Village Board agendas and minutes; attending Board, Committee, and Commission meetings; maintain records; preparing property taxes; process accounting and financial reporting; process payroll; and overseeing utility billing. This position reports to the Village Administrator and is salaried.

Qualifications:

Desired qualifications include any of the following combinations of education, training, and experience including: 3-5 years municipal experience; 5 years of accounting, bookkeeping or financial-based experience; completion (or in progress) of Wisconsin Municipal Clerks & Treasurers Institute; or an Associates or Bachelor's degree in accounting, business management, public administration, or related field is preferred but not required. Experience with Workhorse software or other government specific accounting software is a plus. The ideal candidate will have experience and knowledge of municipal accounting and administrative functions and possess excellent interpersonal communication skills, along with an ability to be a great team member. Salary range begins at \$56,000 DOQ.

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

**Submit application with resume and cover letter
by noon on January 17, 2022:**

By e-mail to villageadministrator@johnsoncreekwi.org

OR

Mail to Brad Calder, Village Administrator, P.O. Box 238, Johnson Creek, WI 53038OR
In person at Johnson Creek Village Hall, 125 Depot Street, Johnson Creek, WI