

The Village of Shorewood Hills (population 2376) is seeking applicants for its Village Clerk-Treasurer position. Shorewood Hills is a highly desirable community that is an inner ring suburb of Madison, Wisconsin's capital city. Shorewood Hills is a welcoming and inclusive full-service community that prides itself on being a wonderful place to live, work, play, learn, and visit. The Clerk-Treasurer performs the duties as defined by Wisconsin State Law, local ordinances, and the Village Board. Responsibilities includes oversight of the municipal election process, public records management, property tax collections, municipal licensing, and day-to-day Village financial management activities, including utility funds, as well as serving as the recording secretary for the Village Board and other committees as assigned. This position reports to the Village Administrator and supervises the Staff Accountant/Administrative Assistant and the part-time Administrative Assistant.

Requirements include a Bachelor's Degree in Accounting, Finance, or related field and five years of increasingly responsible accounting experience, preferably in governmental accounting as well as the ability to obtain a notary public certification. An additional three years of related experience with an Associate's Degree in Accounting or Finance may substitute for the Bachelor's Degree requirement. Certification from the WMCA or the MTAW is desirable and will be considered favorably during the hiring process; certification from both is expected within six years of hire. Experience with Civic Systems and certification in WisVote is a plus. Annual starting salary will be \$65,000 - \$88,000 DOQ.

To apply, please send a cover letter, resume, and at least five work-related references to Village Administrator Sharon Eveland at seveland@shorewood-hills.org. Application materials must be received by January 18th at 4:30pm to be considered.