



Village of Suamico
Utility Billing/Accounts Payable Clerk (Clerk V)

CLOSING DATE: Open Until Filled

COMPENSATION: \$21.98/hour (\$45,718.40/year)

The Village of Suamico offers an attractive benefit package, which includes:

- Health, Dental, and Vision Insurance through TeamCare:
 - Employer contributes 90% of premium
 - Deductible (annual) - \$200/individual, \$400/family
 - Medical Out-of-Pocket Expense Limit (annual) - \$1,000/individual, \$2,000/family
- Long/Short Term Disability
- Flexible Spending Plan
- AFLAC
- Deferred Compensation plans
- Wisconsin Retirement System (WRS)
- Vacation
- Casual Leave
- Paid holidays
- Work Hours (7:00am – 4:30pm Mon-Thu, 7:00am – 11:00am Fri)
- Life Insurance

SUMMARY OF JOB

The Utility Billing/Accounts Payable Clerk is responsible for general finance and administrative duties including utility billing and accounts payable; budget management support; and general accounting and financial reporting. Please see the full position description on the village website at www.suamico.org.

The Village of Suamico is a growing, full service community whose rural charm, natural beauty and wonderful public amenities have made approximately 13,000 residents happy to call Suamico their home. Suamico, with its luscious woodlands, open pastures, family farms, wetlands, rural subdivisions and environmentally friendly areas, offers something for everyone. Within the Village you'll find a wide variety of shops and restaurants, excellent public schools, and beautiful community parks. Local residents will tell you, Suamico is the ideal place to live, raise a family, do business or set up shop. We invite you to see for yourself all that this wonderful community has to offer.

Interested candidates should submit a resume to:

Director of Administrative Services
Via Email at diradminsvc@suamico.org

Or Mail To:
Village of Suamico
ATTN: Director of Administrative Services
12781 Velp Avenue
Suamico, WI 54313