

The Village of Shorewood Hills (population 2376) is seeking applicants for the newly created position of Deputy Clerk-Treasurer. 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 Deputy Clerk-Treasurer assists with the general duties of the Clerk-Treasurer and those associated with the Village Hall Administrative Office. Examples of duties include assisting with accounts payable, preparing and compiling information necessary for the annual audit, assisting with elections, acting as recording secretary for assigned committees, handling utility billing, and assisting with the required financial reports such as IRS and State of Wisconsin Retirement.

Requirements include an Associate's Degree in Accounting, Finance, or related field and/or public accounting work experience with a minimum of two (2) years of municipal accounting or five (5) years general accounting experience preferred. Must be bondable according to State Statutes and able to obtain a notary public certification. Certification from the WMCA or the MTAW is desirable and will be considered favorably during the hiring process; certification from at least one is expected within four years of hire. Evening work will be required. Experience with Civic Systems and certification in WisVote is a plus. Annual salary range is \$46,675 - \$66,185 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. The position is open until filled, however, application materials must be received by March 4th at 4:30pm for first consideration.

As an employer, we strive to provide a work environment where diversity and differing opinions are valued, creativity is encouraged, continuous learning and improvement are fostered, teamwork and open/honest communication are encouraged, and meeting customer needs through quality service is a shared goal. Applicants from traditionally underrepresented populations including women, racial and ethnic minorities, and persons with disabilities are especially encouraged to apply.