

**Deputy Clerk/Treasurer** – River Hills (population 1,562) is seeking applicants for the Deputy Clerk/Treasurer position. The Village of River Hills is located on the northern border of Milwaukee County. The Village was Incorporated in 1930, has 693 parcels, a \$4 million budget, two liquor licenses, a public works and police department and a Village Hall located in a park like setting. We provide excellent, basic municipal services in a quiet, cordial setting. This is an opportunity for an individual who is an independent person and enjoys managing all aspects of the clerk/treasurer position.

The Deputy Clerk/Treasurer assists with the general duties of the Clerk/Treasurer. Examples of duties include interaction with vendors and residents, answering phones, property tax collection, accounts payable/receivable, payroll, elections, licenses and permits, acting as recording secretary for assigned committees/boards, maintain village website and notification system, the required financial reports such as IRS and State of Wisconsin Retirement, and other duties as assigned.

Annual salary range is \$54,600 to \$61,235 DOQ with excellent benefits. For a comprehensive job description go to [riverhillswi.com](http://riverhillswi.com).

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. Candidates should have strong analytical and mathematical skills. Also, applicants need to demonstrate strong skills in Microsoft computer applications. Experience with Civic Systems and certification in WisVote is a plus. Certification from WMCA or the MTAW is desirable and will be considered favorably during the hiring process.

To apply, please send a cover letter and resume to Village Manager/Clerk/Treasurer Tammy LaBorde at [tlaborde@vil.river-hills.wi.us](mailto:tlaborde@vil.river-hills.wi.us) or by mail at 7650 N. Pheasant Lane, River Hills, WI 53217. The position is open until filled, however, application materials **received by Thursday, April 21, 2022** at 5:00pm will be given first consideration.

The Village of River Hills is an equal opportunity employer.