

Immediate Job Opening:

Deputy Clerk / Deputy Treasurer for the Village of Newburg

General Summary: This position is the deputy to the Clerk / Treasurer for the Village of Newburg, located between West Bend and Saukville. Assists with bookkeeping, A/P, A/R, payroll, licensing, elections and record keeping for the Village. Serves as the primary receptionist for members of the public calling or visiting Village Hall.

Schedule: 28 to 32 hours per week, 4 days per week (Mon-Thurs) between 930am-430pm, semi-versatile, plus evening meetings about once per month. Fridays off except for once or twice per year.

Examples of Duties: Receptionist for Village Hall; greeting visitors and helping to answer questions or find acceptable responses for their concerns. Deputy Clerk / Deputy Treasurer duties including A/P, A/R, and Payroll. Bank Reconciliations. Assist in maintenance of voter information and election reporting. Aid with issuing permits and licenses. Assist in preparing agendas, minutes, and public notices. Scanning, filing, or organizing paper records. Light office cleaning. Preparing quarterly sewer bills. Research policy or government related issues. Other administrative work as assigned in an office setting along with general office cleaning.

Minimum Qualifications: Record of good attendance. High School diploma or G.E.D. At least 1 year of experience working in a bookkeeping or accounting role, or an accounting degree with an understanding of debits, credits, and journal entries. Knowledge of the accounting equation ($\text{Assets} = \text{Liabilities} + \text{Equity}$). Ability balance a checkbook, and use a computer with MS Word, Excel, and Outlook. Ability to greet visitors to Village Hall in a pleasant manner and help provide information or solve problems.

Desired Qualifications: Experience with QuickBooks Desktop.

Compensation and Benefits: \$19.00 - \$24.00 per hour. Casual office with view of the Milwaukee River. Holiday Pay, PTO (Vacation/Sick Time), and participation in the WRS State Retirement System. Please note the village does not provide health insurance.

How to Apply: Contact Village Administrator Deanna Alexander at dalexander@village.newburg.wi.us or (414) 939-9339.