

Employment Opportunity: Treasurer

City of Columbus

The City of Columbus, WI (pop. 5,530) is seeking a highly motivated, technically skilled, and collaborative individual for its full-time Treasurer Position. Columbus is located thirty minutes northeast of Madison, and is a growing and progressive community that combines the best of small town living with the amenities of a large nearby metropolitan area. Located on the banks of the Crawfish River, Columbus is a regional market center with a vibrant downtown.

Position Summary

This is a highly responsible municipal accounting/finance position that fulfills all required statutory duties of a Treasurer pursuant to Wis. Stat. Section 62.09(9), as well as the duties set forth in the City of Columbus Municipal Code, and all other applicable statutes and/or laws. This position has considerable independence and acts as the lead position for the City's general ledger accounting and key accounting processes. This position assists in the preparation of financial reports, audit work papers, and utility accounting. This position plays a key role in the development of the annual budget and financial statements. The Treasurer maintains the City's fixed asset records, prepares monthly financial reports, and assists with property tax collection. This position works in partnership and close coordination with other City Hall staff and Department Heads.

Requirements

A minimally qualified applicant will have knowledge or experience with the following:

- Knowledge of Generally Accepted Accounting Principles; accounting theory and practices.
- Minimum of two (2) years of experience in local government, finance, or related field.
- Working knowledge of computers and electronic data processing equipment/software.
- Minimum of Associates **or** Bachelor's degree in the field(s) of Accounting, Finance, Business Administration, Mathematics, Economics or related field of study; **OR** relevant work experience.

Highly qualified applicants will also have experience with Caselle through Civic Systems; and have working knowledge of governmental accounting principles and practices.

Salary & Benefits

This exempt position has a salary range set between \$60,000 - \$75,000 per year, depending on experience, plus an excellent benefits package which includes, health, dental, vision, life insurance, paid holidays, vacation, sick leave, and the Wisconsin Retirement System.

This full-time position will work Monday-Friday.

How to Apply

Interested candidates should forward their cover letter, resume, and City of Columbus application for employment to Stephanie Masché, Human Resources Administrator, City of Columbus, 105 N Dickason Blvd, Columbus, WI 53925 or emailed to smasche@columbuswi.us. Questions may be directed to Stephanie Masché at 920-623-5900.

The full job description and application for employment can be found on the City of Columbus website at www.cityofcolumbus.com or at City Hall.

Position open until filled.

Application materials will be reviewed weekly and the most qualified candidates will be invited to interview.

The city of Columbus is an Equal Opportunity Employer.