

TREASURER-VILLAGE OF OSCEOLA-POLK COUNTY

Position Objectives:

The Village of Osceola, WI (pop. 2,739) is seeking a highly motivated, technically skilled, and collaborative individual for its full-time Treasurer Position. Osceola is located on the beautiful St. Croix National Scenic Riverway and is located less than 40 miles northeast of the major metropolitan areas of Minneapolis and St. Paul. The Village enjoys a perfect balance of recreation, tourism, business, and industry. It is an attractive place for families to live, work, and do business.

Duties and Responsibilities:

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 Village of Osceola 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 prepares accounts payable, payroll, 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 and assists in property tax collection. This position works in partnership and close coordination with other Village Hall staff and Department Heads.

Minimum 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 degree in the field(s) of Accounting, Finance, Business Administration **Or** relevant work experience.

Highly qualified applicants will also have experience with Workhorse municipal software; and have working knowledge of governmental fund accounting principles and practices.

Benefits:

This full-time non-exempt position will work Monday-Friday with a range of \$26.44 to \$28.85 hourly depending on experience, plus an excellent benefits package which includes, health, dental, life insurance, employer HSA contributions, paid holidays, vacation, sick leave, and the Wisconsin Retirement System.

More Information:

Interested candidates should forward their cover letter, resume, and Village of Osceola completed application (do not reply see resume) for employment to Frank Pascarella, Interim Administrator, Village of Osceola 310 Chieftain St, PO Box 217, Osceola WI 54020 or emailed to fpascarella@vil.osceola.wi.us . Materials may also be delivered in person at Village Hall during regular business hours. Deadline to apply is Thursday, October 6th, 2022, materials must be received by then.

The full job description and application for employment can be found on the Village of Osceola website at <https://www.vil.osceola.wi.us/>

The Village of Osceola is an Equal Opportunity Employer.