

Position: Treasurer

Department: Administration

Date Posted: November 11, 2022

Application Deadline: Open Until Filled - Application Review Begins November 18, 2022

Opportunity: The Village of Kewaskum (pop. 4,308) in Washington County, Wisconsin, is seeking highly qualified applicants to serve as the Village's Treasurer. Kewaskum has seventeen full time employees and an approximate annual budget of \$2,750,000 with water and sanitary sewer utilities, two storm water districts and two open T.I.F. districts.

The Job: Successful candidates will have a strong desire to provide quality customer service for the residents and stakeholders within the Village of Kewaskum. Successful candidates will have a working knowledge of general accounting principles, the workings of a general ledger, journal entries, processing of cash receipts and disbursements, payroll procedures, state and federal requirements for payrolls, maintaining employee records and fringe benefits, special assessments in Wisconsin, property tax collection, budgeting, and audit requirements in Wisconsin. Successful candidates will also have some familiarity with utility billing.

The Person: Candidates should have a strong desire to provide quality customer service for the residents and stakeholders within the Village of Kewaskum. Additionally, the Village of Kewaskum is looking for a member of the team that values being a part of a positive culture within the workplace. It is important that these skills are accompanied by a positive attitude and a style of communication/interaction that is cooperative and service-oriented. This is a critical role for Kewaskum because the individual will work closely with a wide variety of customers: department heads, other Village staff, other governmental units, contractors, consultants, elected officials, community stakeholders, and the residents of the Village. It is vital all these relationships remain strong.

Minimum requirements: The Village is seeking a candidate with three (3) or more years of progressively responsible experience in business or public administration, an Associate's Degree in Accounting and a valid driver's license. A Bachelor's Degree with work in a municipal environment is preferred. Certification as a municipal treasurer would be highly valued. Equivalent combinations of education and/or progressively responsible experience will also be considered. Strong candidates will want to be an important contributor in a team environment, be good stewards of Village resources and always conscious of their customers.

Compensation & Benefits: The Treasurer is an exempt, non-represented position. The pay range upon hire is depending on qualifications. The Village of Kewaskum also offers a comprehensive benefits package including a robust health insurance plan, employer FSA contributions, Wisconsin Retirement, paid holidays and vacation.

To Apply: A job description and employment application can be obtained from the Village of Kewaskum's website at www.village.kewaskum.wi.us (click on link titled "Employment") or by contacting Village Administrator Adam Gitter at agitter@village.kewaskum.wi.us. Along with a submitted employment application and resume, candidates must also submit a cover letter describing their interest in the position.

Deadline: Applications will be accepted until the job is filled. Candidates submitting their application by 4:00 P.M. CST on Friday, November 18, 2022 will be given first consideration. Submissions may be sent via e-mail to Village Administrator Adam Gitter at agitter@village.kewaskum.wi.us or the mailing address below:

Village Administrator Adam Gitter
Village of Kewaskum
204 First Street
PO Box 38
Kewaskum, WI 53040

As a condition of employment, the intended candidate will be subject to a background investigation and a drug screen. Pre-employment evaluations will be conducted at the expense of the Village of Kewaskum.