



Public Administration Associates, LLC

1155 W South Street
Whitewater, WI 53190
414-788-7028

mcswartz57@gmail.com
public-administration.com

Position Announcement

Village Clerk-Treasurer

Shorewood Hills, WI (Population 2,363)

The Village of Shorewood Hills is seeking a dynamic and personable professional to be its next Village Clerk-Treasurer. Shorewood Hills is a highly desirable community that is an inner ring suburb of Madison, Wisconsin's capital city, and is adjacent to the University of Wisconsin Madison campus. Shorewood Hills is a welcoming and inclusive community that is very proud of its outstanding schools, excellent medical facilities, great shopping, parks and open spaces as well as biking/walking trails. Shorewood Hills is a full-service community that prides itself on being a great place to live, work, play, learn and visit as well as providing high quality municipal services. The Village's financial position is strong as it maintains a AAA municipal bond rating. Visit the community website at <https://www.shorewood-hills.org/>

The starting salary for this position is DOQ but the full salary range for this position is \$75K-\$95K plus excellent benefits. The Shorewood Hills Clerk-Treasurer is a Department Director Level position supervised by the Village Administrator and oversees a staff of three, including a Deputy Clerk-Treasurer. The Position serves as the statutory Clerk and Treasurer pursuant to State Statutes. The Clerk responsibilities include general village hall office administrative duties, maintenance of records, issuance of licenses and oversight of elections. Treasurer responsibilities include municipal accounting and finance, including general ledger accounting, and other key accounting processes related to reporting and reconciliation. The position is also integral in the development and monitoring of the annual and long-term budgets, municipal investments, tax roll and collection administration, payroll, and oversight of all aspects of the Village's accounting software system. The position is essential to the Shorewood Hills management team. Shorewood Hills has \$10M total annual budget including CIP, TID's, Utilities, and 20FT and 125+PT/seasonal employees.

Qualified candidates will have a high school diploma. Associates degree in accounting, finance or related experience preferred. Eight (8) years of increasingly responsible accounting experience required, preferably in municipal accounting. Bachelor's degree in accounting, finance or related field may substitute for two years of the required experience, Certified Clerk and/or Treasurer with WCMA and MTAW is highly desirable with certification expected within six (6) years of hire.

As an employer, we strive to provide a work environment where diversity and differing opinions are valued, creativity is encouraged, continuous learning and improvement are fostered, teamwork and open/honest communication are encouraged, and meeting customer needs through quality service is a shared goal. Applicants from traditionally underrepresented populations including women, racial and ethnic minorities, and persons with disabilities are especially encouraged to apply.

Send cover letter, resume, salary history and references to Public Administration Associates, LLC, Attn: Chris Swartz, Partner; 1155 W. South Street Whitewater WI 53190; e-mail mcswartz57@gmail.com; phone 414-788-7028 by January 27, 2023.

Confidentiality must be requested by applicant and cannot be guaranteed for finalists.