

Are you the next Excel-lent candidate?

Apply to Join our Team and Become our Deputy Treasurer!

The Village of Pewaukee (pop. 8,215) is the home of a beautiful lake community. The Village has created a new position due to the retirement of the current Accounts Payable/Administrative Assistant and is searching for our next team member to fill the newly created position, Deputy Treasurer.

This position is responsible for assisting the Village Treasurer with duties that include but are not limited to utility billing, month-end process, reconciliations, accounts payable/receivable, records management, customer service via phone and in-person, and cooperation/coordination with all Village Department Heads. Currently, the Village contracts with the County to collect all property taxes.

Schedule: Monday – Friday 8 a.m. – 4:30 p.m. (Occasional evening and night hours may be required.)

Successful candidates shall possess a minimum of an accounting certificate or a MTAW Certification, and/or 2-3 years past related experience is desired. Strong accounting, communication, and computer skills are required, specifically, Microsoft Office, and experience in Caselle or other accounting software is preferred.

The complete job description can be viewed on our website at www.villageofpewaukee.com/employment.

Starting salary: \$49,000 +/- depending on qualifications

The Village offers a comprehensive benefits package including health insurance (ETF), dental, short-term disability, long-term disability, life insurance, deferred compensation plans, and participates in the Wisconsin Retirement System state pension program.

The position will be open until filled.

Send a cover letter and resume to the [Village Administrator](#), Pewaukee Village Hall, 235 Hickory Street, Pewaukee, WI 53072, or email to villagehall@villageofpewaukee.gov.