



TREASURER

Recruitment Announcement

[Recruitment Announcement](#)

Treasurer

Algoma, WI (Population 3,219)

The City of Algoma, Wisconsin is pleased to announce the recruitment and selection process for their next City Treasurer. The City Treasurer works under the direction of the City Administrator, however the employee is expected to exercise independent judgment at all times. The primary purpose of this position is to perform the duties and responsibilities specified in Wisconsin Statutes and provides general administrative support in most City functions. The City Treasurer must routinely interact with residents and members of the public in a courteous and respectful manner.

Additional information about the City of Algoma can be found on the City's website: www.algomacity.org.

The City of Algoma is an equal opportunity employer.

[City Overview](#)

The City of Algoma, population 3,219 (2020 population estimate), located on the shores Lake Michigan in Northeast Wisconsin, is recruiting for a new City Treasurer. The City is the largest municipality in Kewaunee County and conveniently located 30 miles east of Green Bay and 10 miles south of the Door Peninsula.

The City operates under a Mayor-Council form of government. The Mayor is elected in even years to a two-year term. The Council is composed of 8 Alderpersons elected to staggered two-year terms; serving 4 Aldermanic Districts. The Mayor and Council establish City policies and create the ordinances contained in the Municipal Code. The appointed City Administrator is responsible for oversight of the day-to-day operations of most City departments.

[Candidate Qualification Criteria](#)

The City is seeking an individual who is highly organized, exercises strong judgment, and can operate in an independent capacity to fulfill the duties of the Treasurer position. The successful candidate will also possess the ability to work well with others and collaborate with other staff members. Some cross-training with the Clerk position is required due to the small staff size within City Hall. The Treasurer is a member of the City's management team and is expected to contribute to staff discussion on City operations and policies.

Candidates must have a minimum of an associate's or bachelor's degree in business management, accounting, records management, public administration, or a closely related field. 3-5 years of increasingly responsible related experience or combination of related education and experience will also be considered.

Municipal experience is preferred. Residency within the city limits is strongly encouraged. A valid Wisconsin driver's license is required.

Personal Attributes

- Relates well to people, a good listener, and works well with staff.
- Must have knowledge of City services and procedures, knowledge of City Treasurer's responsibilities as governed by the City of Algoma resolutions/ordinances and the State of Wisconsin.
- Must possess strong organizational skills.
- Must be accurate and detail-oriented and be able to assume responsibility and work with a high level of independence.
- Must demonstrate the ability to establish and maintain effective relationships by using appropriate interpersonal skills and understand the need for teamwork, timeliness, and accuracy. Must be able to instill this in others.
- Must be able to maintain self-control under stressful situations without exhibiting negative behaviors.
- Must be patient and able to respond helpfully in situations where persons may be upset and be able to interact with others to accomplish tasks without arousing hostility.
- Must have a basic understanding of Microsoft Office Suite applications (Word, Excel, etc.)
- Must have knowledge of good grammar, spelling, punctuation, and basic math abilities.

How to Apply

Candidates should apply with a City of Algoma Employment Application, resume, cover letter, salary history, and three (3) work-related references. Employment application can be requested by emailing erin.mueller@algomacity.org or can be found on the City's website, www.algomacity.org. Email submissions should be sent to erin.mueller@algomacity.org. Mail submissions should be sent to City of Algoma, Attn: Human Resources, 416 Fremont Street, Algoma, WI 54201.

The application deadline is 4:00 pm on Friday, April 19, 2024.

The application review process will begin as qualified applications are received and the position will remain open until filled.

Applicant names are subject to release pursuant to Wisconsin Statutes, unless confidentiality is requested in writing. Confidentiality cannot be guaranteed for finalists.

Additional questions on this position or on application procedures should be directed to City Clerk Erin Mueller via email at erin.mueller@algomacity.org or by phone at (920) 487-5203.

Equal Opportunity Employer

The City of Algoma is an Equal Opportunity and Affirmative Action employer seeking a diverse and talented workforce.