

Apply to Join our Team and Become our Village Treasurer! (MUNICIPAL ACCOUNTANT)

The Village of Pewaukee (pop. 8,215) is the home of a beautiful lake community. The Village is searching for a team member to fill the Treasurer position.

This position is responsible for duties that include but are not limited to:

- Financial administration of municipal and utility finances and records
- Debt & Investment Management
- Fixed assets Preparation of all financial reports
- Utility billing process (knowledge of work with PSC)
- Day-to-day operations of municipal funds
- Supervision of the Deputy Treasurer

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 associate degree in accounting, MTAW Certification, and/or 2-3 years past related experience. Strong accounting, communication, and computer skills are required, specifically, Microsoft Office (Word and Excel), and experience in Caselle or other accounting software.

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

Starting salary: \$ 70-75,000 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 Village of Pewaukee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities.

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.