

CITY CLERK/TREASURER POSITION

The City of Pittsville is seeking applicants for the full-time position of Clerk/Treasurer. We are looking for a qualified, dedicated and energetic individual, someone with great customer service skills and able to operate in an independent capacity with attention to detail. We seek an individual with a background in finance, accounting, budget and election administration, office operations and municipal legislative procedures.

This position works under the direction of the City Council and Mayor.

Desired qualifications: An associate degree or higher education, municipal government experience or accounting related field, familiar with payroll, able to multi task, working knowledge of Microsoft Word and Excel and excellent communication skills.

Duties for this statutory office are enumerated in Wisconsin State Statutes 62.09 (9) and (11). Duties include, but not limited to, the detailed list found on our website: www.pittsvillewi.gov. Condition of continuing employment will be obtaining certification as a Municipal Clerk/Treasurer.

A full job description and application for employment may be found on our website or from the Clerk/Treasurers' office located at 5318 First Avenue.

Salary will commensurate with experience and qualifications. Excellent benefits package. Send cover letter, resume and completed application with references to:

City of Pittsville, Clerk/Treasurer, PO Box 100, Pittsville, WI 54466.

You may also email these documents to cofpitts@pittsvillewi.gov. For any questions, please call 715-884-2422. The deadline for qualified applicants to submit their documents is Friday, April 26, 2024.

The City of Pittsville is an equal opportunity employer.