

**DEPUTY CLERK-TREASURER
VILLAGE OF CLEVELAND, WISCONSIN**

Full-time opening for Deputy Clerk-Treasurer. Duties include customer service, accounts payable/receivable, monthly and annual accounting, property tax and debt collection, elections, licensing, written communications, and other tasks as directed.

Minimum four (4) year degree in accounting, finance, business administration or related field preferred, plus experience working with the public; or municipal office experience with MTAW or WMCA credentials or ability to obtain same within three years of employment. Proficiency managing deadlines, commitment to public service, ability to effectively listen and respond, and an aptitude for learning. Strong skills with Microsoft software, oral and written communication in English, and grammar/proofreading. Night meetings and extended hours at elections. Fluency in Spanish a plus. Bondable with valid Wisconsin driver's license.

Closes August 16, 2024.

Start/end times flexible, 40 hours/wk, Monday-Friday. Anticipated minimum rate \$23.00/hr; offered rate based on qualifications. Health insurance, Wis Retirement System, other benefits.

Job description at www.clevelandwi.gov. Send cover letter and resumé to employment@clevelandwi.gov (Deputy Clerk-Treasurer in subject line); or by mail or drop off to Employment, Village Hall, 1150 W. Washington Ave., PO Box 87, Cleveland WI 53015. EOE