

CITY OF KEWAUNEE
CITY CLERK/TREASURER

The City of Kewaunee is accepting applications for the full-time position of City Clerk/Treasurer. The successful applicant will be responsible for all duties of the City Clerk and Treasurer as defined in Wisconsin State Statutes as well as the City of Kewaunee Municipal Code. Duties will include issuing licenses and permits, registering voters, administering elections, coordinating City Council and committee meeting agendas and meeting minutes, attending Council meetings, maintaining records, preparing property taxes, accounting and financial reporting. The position also handles human resources responsibilities and the annual budgeting process. This position will supervise the Utility Clerk/Administrative Assistant and a part-time Administrative Assistant, including payroll processing, accounts payable, and utility billing.

Minimum qualifications are a minimum of an Associate's Degree in Accounting, and completion of or initiation of completion in the Wisconsin Municipal Clerks and Treasurers Institute, and 3 years' experience as a municipal or deputy clerk/treasurer. Desired qualifications including a Bachelor's Degree in Accounting or a related field; certification as a Wisconsin Certified Municipal Clerk (WCMC) with the Wisconsin Municipal Clerks Association and/or as a Certified Municipal Clerk (CMC) with the International Institute of Municipal Clerks. Candidates shall be proficient in word processing and spreadsheet systems, accounting software such as Workhorse or similar accounting packages, and experience in conducting and administering elections. The City will consider equivalent combinations of training and experience that provide the necessary knowledge, skills and abilities to be successful in this position.

The City of Kewaunee provides a comprehensive benefit package, including health and life insurance coverage and participation in the Wisconsin Retirement System. The position is salaried with a salary range of \$65,000-\$75,000 dependent upon qualifications and experience.

Interested applicants should obtain a job application and job description may be obtained at Kewaunee City Hall, 401 Fifth Street, Kewaunee, Wisconsin or via the City Website (www.cityofkewaunee.wi.gov). Completed application along with a cover letter, resume, and 3 work-related references shall be emailed to admin@cityofkewaunee.org with the subject line "Clerk/Treasurer Search".

First review of applicants will be held on August 14, 2024. The Position will remain open until filled.

The City of Kewaunee is an Equal Opportunity Employer.