

**Employment Opportunity**  
**City of Rice Lake**  
**Regular Full-Time FLSA -Exempt**  
**Deputy Clerk-Treasurer**

The City of Rice Lake, WI is accepting application until Friday, February 28, 2025 at 2:00 p.m. for a Regular Full-Time Administration Department Deputy Clerk-Treasurer.

The ideal candidate shall be detail-orientated with strong financial skills. An Associates degree in business, accounting, finance or related. Bachelor's degree preferred. Experience in governmental accounting or finance preferred.

Duties to include, but not limited to, accounts payables, accounts receivables, general ledger, elections, licensing, payroll and maintaining City records along with back up to the Clerk-Treasurer. This position is responsible for the supervision of 4 employees.

The applicant shall have a working knowledge of computer software and accounting principles, with advanced skills with Microsoft Office and Google Apps. Must be bondable & possess or have the ability to obtain a Notary Public Certification.

The City provides a generous benefit package, including participation in the Wisconsin Retirement System. The salary range is \$62,420 - \$75,525/yr depending on qualifications and experience. The City of Rice Lake is an Equal Opportunity Employer.

Applications and complete job descriptions are available on the City of Rice Lake website and at the City Clerk-Treasurer's Office. A completed application, with cover letter and three work-related referenced may be emailed to [jkessler@ricelakegov.org](mailto:jkessler@ricelakegov.org) or mailed to the City Clerk-Treasurer's Office, 30 E Eau Claire St, Rice Lake, WI 54868 by the deadline for consideration.

Julie A. Kessler, WCMC  
City Clerk-Treasurer