



## **An Exciting Opportunity to Join our Team and Become our Village Treasurer!**

The Village of Pewaukee (pop. 8,215) is seeking applications for the position of Village Treasurer. Pewaukee is a beautiful community on the shores of Pewaukee Lake in Waukesha County. The Village is home to an exemplary school district and boasts a unique blend of an old-fashioned downtown on the lake with a contemporary commercial district on Capital Drive. The Treasurer is a valued member of the leadership team. They administer financial activity in the Village and supports the Pewaukee Police Department, DPW (including water and sanitary sewer utilities) and Administration comprising a total of 45 FTEs. The Treasurer also supports the Pewaukee Public Library jointly governed with the City.

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

- Administration of municipal and utility finances and records including preparation of materials for the annual audit.
- Debt and investment management.
- Preparation of all financial reports including fund balances and fixed assets.
- HR-related duties including bi-weekly payroll and maintenance of employee benefits.
- Utility billing process including knowledge of/experience working with the 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 expertise in Caselle or other accounting software.

The complete job description can be viewed on our website at [www.villageofpewaukee.com/employment](http://www.villageofpewaukee.com/employment).

Salary range is: \$69,321 - \$93,584. The starting salary would depend on qualifications.

The Village offers a comprehensive benefits package including health insurance (Wisconsin ETF), dental, short-term disability, long-term disability, life insurance, deferred compensation plans, and participates in the Wisconsin Retirement System. 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 was posted on January 21, 2025. A review of applications will be on February 14 but the position will remain open until filled.

Send a cover letter and resume to Village Administrator Matt Heiser, Pewaukee Village Hall, 235 Hickory Street, Pewaukee, WI 53072, or email to [VillageAdmin@villageofpewaukee.gov](mailto:VillageAdmin@villageofpewaukee.gov)