

Join the team in the Village of Walworth, WI (pop. 2830) as the next Clerk/Treasurer!

The Village of Walworth is located just 1.5 miles from the western shores of beautiful Lake Geneva. We are about 50 minutes southwest of Milwaukee, an hour southeast of Madison, and just 70 miles northwest of Chicago, IL. Walworth has commonly been known as "The Friendly Village on the Square".

The Clerk/Treasurer position is primarily responsible for managing the staff of two at Village Hall, annual budget creation, and the day to day finances of the Village. Additional responsibilities include administration of all elections, maintaining all village records, as well as overseeing payroll, tax preparation and collection, and various other routine duties.

Salary is commensurate with qualifications and experience.

We offer an excellent and competitive benefits package including participation in WRS, health, dental, vision, and life insurance, in addition to paid vacation, personal, and sick time.

Application and full job description can be found on the village website at www.villageofwalworth.govoffice2.com. Mail, drop off, or email your cover letter, resume, application, and five professional references to:

Village of Walworth
P.O. Box 400
Walworth, WI 53184
dclerk@villageofwalworth.us

Position will remain posted until filled.

The Village of Walworth is an Equal Opportunity Employer.