

Village of Arlington

Clerk/Treasurer

The Village of Arlington (Pop. 833) is seeking a full time experienced Municipal Government professional to fill the position of Village Clerk Treasurer. This position may be split as fulltime Clerk with a part-time Treasurer depending on applicant response. Must be able to work well with the public, have strong oral and written communication skills, and work evenings for all Village meetings. Position(s) involve statutory duties of Clerk and/or Treasurer, payroll, accounts payable and receivable, licensing, election administration, utility administration, budgets, monthly financial reconciliation, real estate and personal property tax administration, records management, directing & coordinating efforts of Village Board and various Committees. Applicant should be proficient in computer programs Excel and Word. Must be able to learn and or be familiar with utility, tax and accounting software (Workhorse). Wages & Benefits DOQ. Applicants must pass a background check. Please send letter of interest and resume. Positions open until filled.

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