

TREASURER/ DEPUTY CLERK POSITION

The Village of Trempealeau is seeking an enthusiastic dynamic candidate to join our team for a full-time position as Treasurer/ Deputy Clerk in the Clerk/Treasurer and Utilities Office.

This position is accountable to the President and the Village Board in the performance of the duties of the office and serves at the pleasure of the Village Board.

This position is responsible for compliance with Federal rules, State of Wisconsin statutory responsibilities and Village Ordinances and Regulations associated with the position of Treasurer.

The Treasurer/Deputy Clerk must perform professional management level and related work in the overall administration of Municipal and Utility finances. Job duties include the following, but not limited to: invoicing, utility billing, payroll, bank reconciliations, journal entries, accounts payable, accounts receivable and cash receipting. The Village Treasurer is also responsible for financial reporting, long-term financial planning, investment portfolios, the annual audit and works closely with Administration to prepare the annual budget. This person will also act as the Village Clerk in that person's absence.

Applicants should possess excellent customer service and communication skills; be detail-oriented with excellent organizational skills and be a team player. Associates Degree in Accounting or equivalent accounting/financial education, with two years municipal accounting or five years experience in related accounting field preferred. Bachelor's Degree with experience in Governmental Accounting a plus.

Competitive compensation will be based on qualifications and experience. The Village of Trempealeau provides a comprehensive benefit package, including paid vacation and holidays, health, dental, vision and life insurance coverages. Employees also participate in the Wisconsin Retirement System.

The application is available: On the Village website: www.trempealeauwi.com

Or at the Village Clerk's Office, Village of Trempealeau,
24455 Third Street, PO Box 247, Trempealeau WI 54661.

Please return a completed Village application, letter of interest and resume to Village Clerk Kathy Peterson at the same address or by email to clerk@trempealeauwi.com .

Job Description available upon request.

Applications period open until Thursday, May 20th 2021.