

Deputy Clerk/Treasurer-Village of Whiting

The *Village of Whiting* is seeking applications for a half-time **Deputy Clerk/Treasurer**. Responsibilities include, but are not limited to carrying out the statutory duties of a Wisconsin Village Clerk and Village Treasurer as defined in Sections 61.25 and 61.26 of the Wisconsin Statutes. Duties include election administration support, licensing, accounts payable and accounts receivable, records management, tax collection, utility billing, payroll, customer service, and assisting with employee benefit administration. This position also coordinates the collection and deposit of taxes and the accounting of Village funds, and maintains all official Village records, Ordinances and Resolutions. A valid State of Wisconsin driver's license is required.

The successful candidate will have strong communication and public relations skills and be able to interact with the public in a courtesy and tactful manner, and must have strong attention to detail qualities with regard to clerical and accounting work, with the ability to keep clear and concise records.

The successful candidate will be proficient in computer use with ability to operator various software applications including Microsoft Word and Excel. Be able to learn computer operations for payroll, utility billing, and accounting. Experience with Workhorse Software is strongly desirable.

The successful candidate will have experience in accounting and financial bookkeeping or closely related fields. A Degree in Public Administration, Accounting, Finance or related field is preferable.

Ability to complete the Wisconsin Election Commission training and maintain any continuing education related to required certifications. WMCA Wisconsin Certification desirable.

Salary is dependent on qualifications. This half-time permanent position is an opportunity to grow into a professionally satisfying career. An application and job description may be picked up at the Village of Whiting Municipal Building, 3600 Water Street, Stevens Point WI, 54481 or at <https://villageofwhiting.org/>. For further questions please email annetestashek@villageofwhiting.com. If interested please submit an application, resume, and cover letter to: Village of Whiting-Deputy Clerk/Treasurer, 3600 Water Street, Stevens Point, WI 54481. **Application deadline is April 19th, 2019.**

-The Village of Whiting is an Equal Opportunity Employer.

