

# **Village of Whiting**

## **Job Description**

**Position Title:** Clerk/Treasurer

## **Position Objective**

The Village of Whiting, located in the central Wisconsin area, seeks a proactive Clerk/Treasurer to lead municipal finance, records, and election administration. The role reports to the Village President and manages budget development, revenue and expenditure tracking, and regular financial reporting while ensuring compliance with Wisconsin law. The position requires frequent coordination with Village committees, legal counsel, insurance agents, state and federal agencies, neighboring municipalities, law enforcement, and elected officials. The ideal candidate exercises discretion, initiative, and sound judgment in a small-town municipal setting. Supervises the Deputy Village Clerk, custodial staff, and other assigned personnel.

This position offers a competitive salary range of \$62,000 --\$82,000. Final offer will be based on experience, education, and certifications. Standard municipal benefits are offered including health and dental coverage, disability, life, retirement plan, paid time off and paid holidays.

An application and job description is available online at <https://villageofwhiting.org/>. For further questions please email the Village of Whiting President at [btwhiting39@gmail.com](mailto:btwhiting39@gmail.com).

If interested please submit an application, resume, and cover letter to the Village of Whiting President – Bill Taugner at [btwhiting39@gmail.com](mailto:btwhiting39@gmail.com). The position will remain open until filled.

*-The Village of Whiting is an Equal Opportunity Provider.*