

Village of Jackson

Clerk/Treasurer

The Village of Jackson, Wisconsin is seeking a candidate for the position of Clerk/Treasurer, who will complement its already strong team of professionals. The Village is a vibrant community of 7,000 located in Washington County, just twenty-five miles northwest of Milwaukee and five miles south of West Bend at the intersection of USH 45 and STH 60. It has the character of a small town with the beauty of rural Wisconsin. The combined annual budget across its major funds is in excess of \$8.25 million.

This is a managerial position responsible for the direction of the Deputy Clerk/Treasurer and Receptionist/Administrative Assistant; performing the duties of Village Clerk as prescribed by Wisconsin state law and the Village Board, including elections, property taxes, licensing, overseeing utility accounts, maintaining complete records of Village finances and proceedings of Village Board and various committee meetings; and also performing any of the designated duties of Village Treasurer as prescribed by Wisconsin state law and the Village Board, overseeing Village accounting and the receipt of all moneys belonging or accruing to the Village or directed by law to be paid to the Treasurer. The Clerk/Treasurer reports directly to the Administrator.

Essential Duties & Responsibilities

This full-time position requires a strong working knowledge of municipal management, governmental budgeting, and finance. The position maintains all official Village records, ordinances, and resolutions, and is responsible for the administration of elections, liquor licensing, loans, payroll, payables, and accounts receivable, and various other Clerk/Treasurer duties. It is a requirement of this position to attend the meetings of the Village Board and other various committees, commissions, and boards.

Education and/or Experience Required

The position requires a degree in public or business administration, or a related field; or certification as a Wisconsin Certified Municipal Clerk or Wisconsin Certified Professional Clerk.

Prior municipal experience and additional specialized training in election-related duties through the Wisconsin Municipal Clerks and Treasurers Institute are desirable.

Knowledge, Skills & Abilities

Knowledge of Wisconsin municipal operations including election laws, licensing, and public record maintenance is essential. Proficiency in Microsoft Office, Workhorse and J. Mauel government software, and basic office equipment is a must.

A minimum of two to four years of municipal experience as a Clerk/Treasurer or deputy clerk or treasurer is preferred.

Salary depends on qualifications, with an excellent benefit package provided.

Agency Address

Village of Jackson
N168 W20733 Main St
Jackson, Wisconsin, 53037