

Village of Mount Horeb
Finance Director/Treasurer

The Village of Mount Horeb (7,142) is currently recruiting for the position of Finance Director/Treasurer. This position serves citizens by planning, directing, and administering the day-to-day and year-end financial functions of the Village and all Village-owned utilities including balancing daily and monthly bank statements, balance sheet and account reconciliation, tax collection, assist with annual audit, annual budget, benefits administration, and various other clerical duties. This employee ensures the effective and efficient operation of the finance director/treasurer office under the general direction of the Village Administrator, subject to state statutes and Village ordinances.

Associate's degree in accounting, financial management, public administration, or related field - bachelor's degree and/or CPA preferred; minimum three years accounting experience, preferably governmental accounting; minimum three years public contact experience; or any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the job. Some evening hours required.

Anticipated starting salary range \$60,000-\$65,000 with competitive benefit package. Village application and a job description can be found on the Village website, www.mounthorebwi.info, or pick up at the Village Office, 138 E Main Street, Mount Horeb, WI. For further information or to submit a resume, application, cover letter, and references please contact Village Administrator Nicholas Owen at nic.owen@mounthorebwi.info or (608)437-6884 ext 109. Review of applications will begin November 6, 2017. Recruitment to remain open until position filled.