

Deputy Clerk-Treasurer (Full-time)
Village of Combined Locks, WI

The Village of Combined Locks (population 3,509) is seeking a qualified, responsible and organized individual to fill the full-time position of **Deputy Clerk-Treasurer**. The Deputy Clerk-Treasurer assists the Administrator-Clerk-Treasurer in carrying out all the functions of the administrative office and performs duties of the Administrator-Clerk-Treasurer in her absence. Primary responsibilities include a wide range of clerical and administrative support functions including payroll, personnel records, elections, utility billing process and customer service, tax collections, licensing, preparing meeting minutes, cash balancing, general ledger posting, front-line customer service, and other duties as needed to support the Administrator-Clerk-Treasurer office. This position also serves as the Administrative Assistant for Garners Creek Storm Water Utility with the same job duties.

The ideal candidate will have an Associate's Degree in Accounting or 3 to 5 years of related bookkeeping experience, exceptional communication and organizational skills, and proficient skills in Microsoft Word and Excel. The ideal candidate must be bondable, detail oriented, friendly, flexible with schedule, able to manage confidential data, able to multi-task while serving as a team member in this public office setting. WMCA certification is required; paid training available.

Wage: \$17.75 per hour probationary rate; then \$18.50 per hour after successful probationary period.

Benefits: retirement, health insurance, paid holidays, vacation and sick leave after one year of employment, and term life insurance.

Please send cover letter, resume and list of references to Racquel Shampo-Giese, Village of Combined Locks, 405 Wallace St, Combined Locks, WI 54113. The deadline for consideration is 4:00pm on April 25, 2018.