

VILLAGE OF CAMERON
ACCEPTING APPLICATIONS FOR
Part-Time Utility Clerk / Deputy Treasurer

Pay: Pay commensurate with education and experience with a range from \$18 – 25 per hour.

Hours: 29 hours per week with a four day work week between the hours of 8-4 pm.

Benefits: There are no benefits for this position.

Deadline: Accepting applications until Friday, October 24, 2024 by Noon.

Job description: The Utility Clerk / Deputy Treasurer is primarily a clerical position tasked with providing support to the Cameron Utilities and Clerk-Treasurer. As Utility Clerk, daily duties include answering phones and receipting utility payments and overseeing utility accounts. Monthly duties include utility billing and collection(s) of delinquent utility accounts including past dues, disconnects, shut offs, and debt collection(s), and bank deposits. As Deputy Treasurer processing all accounts payables and receivables and other treasurer tasks including dog licenses and tax payments. Other responsibilities assisting with election related tasks.

A strong background in utility billing and/or government accounting is preferred. Proficient in cash management practices. The applicant will be required to have working knowledge of computers, data processing software, modern office practices & basic accounting principles. Necessary skills in Microsoft Office 365 and other software including Google Workspace and the capability to grasp internal other working software.

Education: The ideal candidate shall have a minimum of an Associates or Technical Degree in a related business field with preference in an Accounting Degree. Direct municipal experience of three years or more may be considered in lieu of degree.

Experience: A minimum of two (2) years of direct municipal experience preferred; however, a combination of education and experience directly related with municipal government or public utilities may be substituted to fulfill the requirements.

Work Location: In person

Applications: Interested applicants will submit a Village of Cameron job application (available online at www.cameronwi.gov) resume, and cover letter to Attn: Ardith Story, Village of Cameron, 300 N 1st St., PO Box 387, Cameron, WI 54822 or email astory@cameronwi.gov by the deadline noted above. Position open until filled. EOE.