

VILLAGE OF CAMERON

Job Title: Clerk-Treasurer
Department: Administration
Reports To: Village Board of Trustees
Position: Full-Time 40 Hours/Week
Pay Grade: Wage Range \$72,000 to \$80,000

JOB SUMMARY

Position serves as Clerk and Treasurer in accordance with Sec. 61.25 and 61.26, Wis. Statutes. The work shall be performed under guidelines set by state statutes and village ordinances and executed accordingly. The Clerk-Treasurer reports to the Village Board. The incumbent will work closely with the Village President, Village Board of Trustees, department heads and other members of the village staff, and the public.

JOB DUTIES & RESPONSIBILITIES

1. Serve as Clerk of the Village Board of Trustees and maintain Village official records, resolutions, ordinances, and minutes.
2. Administer local, state, and federal elections in compliance with the Wisconsin Statutes.
3. Manage all municipal financial functions, including accounting, payroll, financial reporting, annual budget, and auditing.
4. Prepare and publish required notices, reports, and agendas.
5. Attend meetings and complete minutes.
6. Supervise public records request, and compliance with open records and open meeting laws.
7. Supervise assigned staff.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

We encourage applicants to apply with the following credentials:

- Is a graduate of an Associate Degree in Accounting or Bookkeeping and have public accounting and government accounting experience.
- Certification as a Municipal Clerk or Treasurer – or the ability to obtain.
- Have the equivalent combination of education and experience of at least five years in a non-municipal business setting which provides the knowledge, skills, and abilities for the job including direct bookkeeping and accounting duties.

The following skills, knowledge, and abilities required to perform the job:

- Working knowledge of office practices, procedures, and the operation of standard office equipment including computers, printers, copiers, faxes, phones, and a multitude of various software systems including Microsoft Office 365, Adobe Acrobat, general in-house software, and have the ability to be internet savvy capable of logging into multiple sites at once to perform job duties.
- Working knowledge of accounting systems, principles and practices and the ability to apply these to work situations.
- Ability to make effective decisions in accordance with policy, rules, and regulations.
- Ability to perform arithmetic computations accurately and rapidly and write legibly.
- Ability to follow moderately complex instructions and adhere to prescribed routines.
- Ability to maintain administrative and general office records and to prepare reports and answer questions from the same.

- Ability to schedule effective use of own time and to coordinate activities of others.
- Skills in data entry and the ability to operate a keyboard proficiently.
- Ability to establish and maintain effective working relationships with fellow employees.
- Skills in organization, working while multi-tasking, and maintaining a friendly open-minded attitude.
- Ability to change pace and jump from one task to another regularly.
- Willingness to work diligently and efficiently with the public.

The village offers a competitive benefit package including WRS Retirement, Health, HSA, Life, STD, LTD, and PTO.

Interested applicants should submit job application, resume, cover letter, and three professional references to Attn: Clerk Treasurer, Village of Cameron, 300 N 1st St., PO Box 387, Cameron, WI 54822 or email ap@cameronwi.gov . Position open until filled. EOE.