

Accounting & Licensing Clerk

The Village of Hales Corners (approx. population 7,522) seeks a full-time Accounting and Licensing Clerk. Responsibilities include accounts payable, accounts receivable, account reconciliations, processing of village licensing, election support and general admin duties. Other responsibilities may include front counter/phone and cash receipting/ banks deposits as needed. Position requires strong organizational skills and experience with Microsoft Excel and fund accounting practices. The Village provides a complete benefit package (health, dental, vision, disability and life insurance) as well as Wisconsin Retirement System pension participation. Pay range: \$22.41 – 24.61 per hour. Complete job description information is on our webpage at www.halescornerswi.gov.

Position is open until filled.

Send resume with three professional references to:

Rachel Pocquette, Deputy Clerk
Village of Hales Corners
5635 S. New Berlin Rd.
Hales Corners, WI 53130
rpocquette@halescorners.org