

## **Job Opportunity Oostburg Village Clerk/Treasurer**

### **Opportunity**

The growing Village of Oostburg (population 3,025) has an opening for a full-time Village Clerk/Treasurer. This position leads in administering the various programs and statutory procedures inherent in the daily operations of the Village. Activities include, but are not limited to – detailed oversight of election processes within state mandates, managing all accounts receivable and payable including utility billings, tax collection, payroll; maintaining Village ordinances, issuing licenses or permits, and considerable records management such as posting notices and maintaining legal and other contracts. This position requires attendance at evening meetings 1-2 times each month.

Due to the importance of this position to develop positive relationships with the community stakeholders, it is not eligible for remote working. However, proper COVID-19 precautions, following CDC guidelines are in place to ensure the safety of our employees.

### **Reporting Relationships**

Reports to: Oostburg Village Board  
Routine Interaction with: Department of Public Works  
Oversees: Part-time Deputy Clerk

### **Skills/Requirements**

Post-high school education strongly preferred.

A minimum of 5 or more years experience in either finance/accounting, paralegal, banking, or general business in a detail-oriented role such as an analyst or project manager is required

Candidate must have a high level of integrity and customer-service orientation, be experienced in handling accounts payable and receivable, demonstrate strong organizational skills with a proven eye for detail, be proficient in computer programs, be able to manage multiple projects, and be an excellent communicator. This person will exercise independent judgement, initiative and problem-solving.

The incumbent in this role is retiring at the end of 2021 and the Village is seeking to assure a cross-training period of approximately 3-4 months.

### **How to Apply**

Please send resume with cover letter, including salary requirements to: Village of Oostburg,  
P. O. Box 700227, Oostburg, WI 53070  
Attention: Human Resources Committee.

Resumes will be accepted thru **July 15, 2021**. Equal Opportunity Employer.