

Deputy Clerk/Deputy Treasurer

Summary

The Village of Poynette, located in Columbia County, is seeking to fill the position of Deputy Clerk/Deputy Treasurer. This position is responsible for performing a variety of administrative and clerical duties in a small municipal office setting. Under the direction of the Administrator/Clerk/Treasurer, the deputy responsibilities include assisting with elections, accounts payable, cash receipts and disbursements, meeting packets and minutes, website management, tax collection, licensing, and other duties associated with government operations. The position will serve as a backup for the Administrator/Clerk/Treasurer as needed.

Education and Experience

Completion of high school (GED), supplemented by college/technical courses. Bachelor's degree in Accounting, Public Administration, or related field is preferred and may be substituted with any other combination of education and experience that will allow the individual to effectively and efficiently perform the duties of this position. Individual must be detail oriented, demonstrate core administrative skills, customer service skills and have working knowledge of municipal office practices. Prior municipal experience taking on the responsibilities of a clerk/treasurer is essential. Must have the ability to apply ordinance, rules, and regulations. Experience in Workhorse software is a plus.

Compensation and Benefits

Starting salary range is \$30,000 to \$50,000 ; depending upon qualifications and experience. The Village of Poynette offers a benefits package including participation in the Wisconsin Retirement System, health and dental insurance, life insurance, holiday and vacation time.

To Apply

Send cover letter, resume, and Village application to be received no later than Monday, December 21st at 4:30 p.m. Application material can be faxed to (608) 635-8960; emailed to lwilson@poynette-wi.gov or mailed to PO Box 95, Poynette, WI 53955.

For further information regarding the position, please contact Lisa Wilson, Administrator/Clerk/Treasurer at (608) 635-2122 or lwilson@poynette-wi.gov.