

## **Treasurer – Village of Yorkville, Wisconsin**

The Village of Yorkville is seeking a detail-oriented, organized, and citizen-focused person to work as a full-time Treasurer. The Treasurer carries out the statutory duties of the position and other responsibilities as assigned by the Administrator/Clerk. Key responsibilities include general ledger entry, accounts payable, accounts receivable, payroll, bank reconciliation, bank deposit preparation, audit preparation, property tax collection, utility billing, and assisting with elections (including voter registration and absentee voting), licensing (dog, alcohol, operator, cigarette, etc.) and grant writing. Candidate must have a friendly and professional attitude and must function well both independently and as part of a team.

Minimum of five years' accounting/finance/payroll experience, excellent mathematical aptitude, strong writing skills and advanced Microsoft Excel skills OR related experience or training OR an equivalent combination of education, training and/or experience. Preferred qualifications include the following: accounting experience in a governmental environment and an understanding of governmental fund accounting software (specifically TownHall Software).

Starting salary based upon qualifications and experience. This is an exempt position not eligible for overtime pay under FLSA. Benefits include Wisconsin Retirement System, health insurance, dental insurance, sick leave, vacation time and holiday pay. Candidates should apply by submitting a resume, salary requirements and contact information for three work-related references to Michael McKinney, Administrator/Clerk, by e-mail to [michael@villageofyorkville.com](mailto:michael@villageofyorkville.com). Position is open until filled.