

The Village of Random Lake, Wisconsin, is seeking qualified candidates for the position of Clerk/Treasurer, a full-time position

This position will support the strategic and operational priorities of the Village of Random Lake.

Responsibilities

To fulfill all responsibilities described in Wisconsin Statutes 61.25 (Clerk) and 61.26 (Treasurer), including but not limited to:

- Elections
- Board and committee meetings
- Attestation of board actions
- Maintenance of comprehensive records, including minutes and ordinances and financial records
- Receipt and deposit of funds
- Disbursement of funds as authorized and required

In addition to statutory requirements, the Clerk/Treasurer:

- Works with the general public on a daily basis
- Manages and processes village payroll
- Assists in creating budget and other projections
- Other duties as required

Required Qualifications

- Ability to make responsible judgments without immediate review
- Excellent interpersonal skills
- Excellent written and oral communication skills
- Excellent time management skills
- Microsoft Office proficiency required; Workhorse Software proficiency preferred
- Associates degree
- 3-5 years' business office experience required; experience as a municipal clerk or treasurer preferred

Applications are available at the village office: 96 Russell Dr., Random Lake, Wisconsin or on the Village website: www.randomlakewi.com.

Completed applications should be returned to the village office in a sealed envelope with "Personnel Committee" on the front of the envelope or email to: emanian@randomlakewi.com.

Position will be available until it is filled.