



Village of Waterford
123 North River Street
Waterford WI 53185

TREASURER

The Village of Waterford is seeking a full-time Treasurer with strong government accounting, financial management, communication skills (oral, written, interpersonal), customer service experience, as well as excellent organizational skills. Must be detail oriented, flexible, able to multi-task, and proficient in Microsoft Office and accounting programs, Casselle Classic preferred. This position supervises the Deputy Treasurer/Utilities Clerk, serves as primary staff to the Finance Committee and must have availability for night time meetings. Preferred qualifications include progressively responsible experience and/or degree in governmental accounting, auditing, budgeting, debt service management, fiscal reporting and tax increment financing. Responsibilities include: payroll, accounts payable, debt management, billing, budget administration, asset management, filing of financial reports to the State and other duties as assigned. The individual must be bondable and possess a valid driver's license. This is an exempt position with a salary range of \$49,150 – \$63,190 based upon qualifications.

Submit resume and completed employment application www.waterfordwi.org to the Administrator at 123 N. River Street, Waterford, WI by Wednesday, July 12, 2017, noon CST.