



Village of Hustisford Clerk/Treasurer

The Village of Hustisford is accepting applications from qualified applicants to fill a full-time vacancy for the position of: **Village Clerk/Treasurer.**

Position includes directing and coordinating activities of village government, preparation of annual village budgets, tax levy management and budget constraints, financial forecasting, investigates availability of funding sources and grant opportunities, reviews pending and adoptive federal and state legislation having an impact on local government, attends all Village Board meetings and functions as secretary to the board, development of ordinances and resolutions, works with audit firm to ensure accurate accounting, develops internal cash management procedures with segregation of duties, requests all bids/proposals, manages and over sees all local elections.

The successful candidate must have knowledge of the principles and practices of local government administration; financial administration, financial accounting, ability to compose clear, concise and complete reports, memoranda, directives, and letters; and the ability to establish and maintain working relationships with the Village Board, village employees and the community. A bachelor's degree or equivalent experience is preferred but not required.

The position includes a comprehensive benefit package including Medical, Dental and Health Insurance, Wisconsin State Retirement Plan, paid holidays, vacation, and sick leave. Salary will be based on experience and qualifications.

To be considered, please submit your resume and application including salary expectations to the Village of Hustisford P.O. Box 345, Hustisford WI 53034 or email to hustisford@hustisford.com. Applications are available at www.hustisford.com. (under "Jobs") The position will remain open until it is filled.

The Village of Hustisford is an equal opportunity employer and a drug-free workplace.