

## **Deputy Clerk Deputy Treasurer Job Posting – Village of Dane**

### **Position Objectives:**

The Village of Dane (population 1,117) is seeking applicants for a full-time Deputy Clerk/Deputy Treasurer position. The Village of Dane is located on the northern border of Dane County. The Village was incorporated in April, 1899. We have approximately 420 tax parcels, a \$1million budget, a staff of three in the public works department and one community officer contracted through the Dane County Sheriff Department. Village Hall is located downtown on Main Street. We provide excellent municipal services to a growing population in a rural setting. This is an opportunity for an individual who can work independently and enjoys handling all aspects of a clerk and treasurer position.

### **Duties and Responsibilities:**

The Deputy Clerk/Deputy Treasurer assists with the general duties of the Clerk/Treasurer. Examples of duties include interaction with residents, answering phones and in-person customer service, property tax collection, accounts payable, receivable, payroll, elections, licenses and permits, maintaining the village website, does utility billing and works with required financial reporting.

### **Minimum Requirements:**

Requirements include an associate degree in accounting, finance, or related field and/or accounting work experience with a minimum of two (2) years of municipal accounting or five (5) years general accounting experience. Must be bondable according to State Statutes and able to obtain a notary public certification. Candidates should have strong analytical and mathematical skills and need to demonstrate confident skills in Microsoft computer applications. Experience with Civic Systems, and certification in WisVote is a plus. Certification from WMCA or the MTAW will be considered favorably during the hiring process.

### **Benefits:**

The annual salary range is \$47,840 to \$54,080 DOQ with excellent benefits. For a complete job description go to the village website: [villageofdane.org](http://villageofdane.org)

### **More Information:**

To apply, please send a cover letter and resume to Village Clerk/Treasurer-Teresa Hughey Groves at [Clerktreasurer@vi.dane.wi.gov](mailto:Clerktreasurer@vi.dane.wi.gov) or by mail to 102 W. Main St, PO Box 168, Dane, WI 53529. The position is open until filled, however, application materials received by Monday, July 8, 2024 by 4:00 pm will be given first consideration.

The Village of Dane is an equal opportunity employer.