

Village of Cambridge

Treasurer/ Deputy Clerk/ Deputy Administrator

The Village of Cambridge is seeking candidates for a Treasurer/ Deputy Clerk/ Deputy Administrator. This position will be responsible for assisting the Village Administrator/Clerk/Deputy Treasurer and the duties will focus on, but are not limited to accounting, accounts payable and receivable including journal entries, budgeting audit preparation, election administration support, licensing customer service, website management, agenda and packet management and general staff support. Preferred candidates will have municipal government experience. In addition, strong governmental accounting, budget, Treasurer's Certification, tax incremental financing experience, a degree in accounting or finance and Work Horse Accounting software are plusses. Starting salary of **\$52,000 - \$62,000** DOQ and comprehensive benefit package.

The application package and job description can be found on the Village Website at ci.cambridge.wi.us. Applications will be accepted until May 13, 2021, or until the position is filled. Send application materials to the Village of Cambridge, 200 Spring St, Cambridge WI 53523 or via email to Imoen@ci.cambridge.wi.us.