

Help wanted

The Village of Sherwood

(Calumet County; Popl. 3,127)

has an opening for a FT Clerk-Treasurer position.

No municipal experience is required.

Training is available leading to certification by the Wisconsin Clerks Association.

A minimum of Associates Degree in accounting or business is required.

Duties: Utility billing oversight; Assist with finance & budgeting; Finance reconciliation; Audit prep.; Oversee elections and record; Attend evening Board meetings producing Record Minutes.

Skills: Microsoft Office; Good math & analytical skills; Attention to detail and a commitment to public service.

Salary Range: \$35 to \$40K (DOQ/DOE).

Benefits eligible.

Send cover letter, resume, and job application

(available at <https://www.villageofsherwood.org/opportunities>)

to

Attn: Clerk-Treasurer Position

Village of Sherwood, W482 Clifton Road; 54169

or e-mail: administrator@villageofsherwood.org.

Signed job application must be included with submittal.