

Help Wanted: Full-Time Village Treasurer Position for the Village of Belgium

The Village of Belgium is seeking applications for a full-time (minimum of 40 hours/week) Village Treasurer. The purpose of this position is to coordinate and perform Village Treasurer duties according to Wisconsin Statutes and Village Ordinances.

Responsibilities include maintaining accurate records of all income, receipts and disbursements; promptly depositing all receipts in approved institutions or funds; administration of tax collections; payroll management; financial reporting; supervision of staff; quarterly utility billing management; attendance at evening meetings as needed; and ensuring compliance with all Treasurer related ordinances, statutes, rules, and regulations.

Minimum qualifications include a high school diploma with additional experience in bookkeeping, accounting, or a related field; driver's license; knowledge of Microsoft applications and standard office equipment; bondable. Preferences include the ability to carry out routine administrative details with little supervision, ability to understand and carry out oral and written instructions; make decisions in accordance with rules, regulations and Village policy; establish and maintain effective public and office relations; ability to work accurately and efficiently. Previous municipal treasurer or municipal employee experience strongly encouraged. Salary to be determined on experience.

Submit application or resume to the Village of Belgium at 104 Peter Thein Ave., Belgium, WI, 53004-9520. Applications will be accepted until position is filled. Contact the Village of Belgium for applications at 262-285-7931 or via our website @ www.village.belgium.wi.us.