



## **POSITION DESCRIPTION: CLERK – TREASURER**

**Reports to the Village Board of Trustees and Village President**

**Salary: Depends on Qualifications**

### **Position Summary**

The Village of Blanchardville (population 810) located in Southeastern Iowa County and Northeastern Lafayette County is seeking a detail – oriented and service – minded professional to serve as Clerk – Treasurer. This Department Head position plays a central role in the daily operations of Village government by overseeing financial management, records administration, elections, human resources, and customer service functions. The Clerk – Treasurer ensures transparent financial practices, accurate recordkeeping, and effective coordination of administrative services that support Village officials, staff and residents.

### **Essential Job Duties and Responsibilities**

This position directs and manages the functions of the Clerk and Treasure’s Office, including, but not limited to:

- Developing and maintaining financial records and reports
- Coordinating and supervising administrative functions of the Finance Office and preparing annual fiscal reports
- Maintaining all Village records, ordinances, resolutions, and permits
- Overseeing administrative functions of the Clerk’s Office, including elections and assessments
- Managing employee records, benefit programs and payroll
- Coordinating human resources activities and related administrative tasks
- Work involves implementing policies under the direction of the Village Board

### **The Ideal Candidate**

The Village Board seeks a candidate with strong leadership, organizational, and communication skills, along with a proven ability to manage complex financial and administrative responsibilities. The ideal candidate will demonstrate integrity, attention to detail, and a collaborative approach to working with elected officials, staff and residents. A genuine interest in serving the community through responsive customer service, accurate recordkeeping, and active engagement with Village activities and organizations is essential.

## Qualifications

- Associate's degree required, Bachelor's degree in accounting, finance, or related field preferred.
- Experience in governmental accounting, election administration, and human resources strongly preferred.
- Equivalent combination of education and experience may be considered.
- Wisconsin Certified Municipal Clerk (CMC) preferred.
- Election Clerk certification within three months of hire.
- Valid Wisconsin driver's license.

## Knowledge, Skills and Abilities

- Comprehensive knowledge of municipal finance, accounting and auditing practices
- Understanding of applicable laws, ordinances, and procedures governing municipal administration, elections and licensing.
- Strong skills in budgeting, supervision, public relations, and technical writing.
- Proficiency with computers, software applications, and office systems
- Ability to prepare, explain and present complex financial and operational reports
- Strong oral and written communication skills
- Ability to manage multiple priorities, maintain effective relationships with officials, staff and the public

## Physical Demands

- Regular exertion of up to 10 pounds, occasional exertion of up to 50 pounds
- Frequent sitting, speaking, hearing and repetitive motions, occasional standing, walking, bending, lifting and reaching
- Standard vision and hearing requirements
- Work performed primarily in a business office environment with moderate noise levels

**Requirements: Valid Wisconsin Driver's License, ability to pass a criminal and financial background check.**

## Application Process:

Interested applicants should submit a cover letter with salary history and salary requirements, resume and references to [clerk@blanchardvillewi.gov](mailto:clerk@blanchardvillewi.gov)

*The Village of Blanchardville is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*