

## Part-time Clerk/Treasurer for the Village of Eden, Fond du Lac County

### Position Objectives:

We are looking for a person who can perform or direct statutory duties of the Clerk/Treasurer as defined by State Statutes and Municipal Ordinance. The person will be able to prepare internal and external financial reports as well as plan and organize the financial operations of the Village of Eden. Our candidate will coordinate both financial and non- financial activities of the independent committees with the Village.

### Responsibilities:

Village of Eden (Population 910) is a growing community located 7 miles south of Fond du Lac. Salary based on qualifications and experience.

This Part-time position requires a strong working knowledge of Municipal Management, Governmental Budgeting, Finance, Personnel/Human Resource Mgt, Intergovernmental relations and Public Relations.

This position requires the following tasks:

- Maintains all office village records,

- Attend all meeting and maintain accurate minutes, meeting packets, Ordinances and Resolutions;

- Responsible for the administration of elections, payroll, payables, accounts receivable

- Responsible for the paperwork and accounting of the Wastewater treatment plant.

- This candidate will be required to attend after hour meetings of the board as well as additional meetings as required.

- The successful candidate will be required to have normally scheduled office hours appx 30 hrs per week and maintain such office.

- Be familiar with the use of Quickbooks Accountant, Word, Excel, License Manager, and the Updating of websites.

Successful candidate should have an Associate's Degree or minimum of 60 credits from an accredited college or technical school with emphasis in business, accounting and finance. Two years of work experience in related area can be substituted for the education requirements.

The Village of Eden reserves the right to ask any potential employee to demonstrate how they can effectively perform these duties.

This position reports to the Village President and six trustees.

Interested candidates should submit their resumes with references to [villageclerk@villageofeden.com](mailto:villageclerk@villageofeden.com).