

# VILLAGE OF MONTFORT

# CLERK/TREASURER

The Village of Montfort, WI is seeking a full time City Clerk/Treasurer. The successful applicant must possess excellent communication, analytical, organizational, and customer service skills, as well as a willingness to learn. The applicant should be self-motivated, able to work independently and with others. Responsibilities of the position include, but are not limited to: preparation and processing of payroll, filing of monthly, quarterly and annual reports, processing of new employee paperwork, filing and follow-up of worker's compensation claims, preparation of agendas and minutes, invoicing of fire calls, Election administration duties, answering phone calls/inquiries, receipting and special projects, and other duties as assigned. Some evening work hours are required for meetings and special events.

Minimum qualifications include at least three years of experience working in an office environment. Individual must have customer service experience, excellent communication and organizational skills, strong computer skills and be self-motivated. A working knowledge of municipal government, payroll, elections and/or a background in accounting are a plus. Experience with QuickBooks and/or municipal accounting software is also a plus.

Compensation shall be dependent upon qualifications of the selected candidate. The Village of Montfort offers an excellent benefits package. A job description is available upon request.

*Interested parties should submit a resume along with qualifications and experience to: **Montfort Village Office, 102 E. Park Street (P.O. Box 157), Montfort, WI 54569.** Qualifications, as well as questions, may also be submitted via email to **clerk@montfortvillage.com.***

**Deadline for submissions is  
THURSDAY, April 12, 2024, AT 4 P.M.**

The Village of Montfort will continue to accept resumes until the position is filled.  
The Village of Montfort is an Equal Employment Opportunity Employer.