

Full-time Village Clerk / Treasurer
Village of Centuria

The Village of Centuria, population 946 is accepting applications for a Clerk/Treasurer. This is a full-time position with excellent pay and benefits.

This position is responsible for the statutory operation of the Village including, but not limited to overseeing election administration, payroll processing, utility billings, tax preparation and collection, village accounting, budget planning, and records management. This position requires attendance at evening meetings.

An ideal candidate for this position will have a high level of integrity, demonstrate strong leadership skills, be proficient in computer programs, be able to manage multiple projects, and be an excellent communicator. This person will exercise independent judgement, initiative and discretion.

Please mail or deliver letter of interest and resume. Village of Centuria, 305 Wisconsin Avenue, PO Box 280, Centuria WI 54824 centuriavillage@lakeland.ws by March 19, 2021. Submittals made after the deadline may be considered until the position is filled.

The Village of Centuria is an equal opportunity employer.