**Job Posting: Clerk-Treasurer**

**City of Glenwood City, WI**

**Position:** Clerk-Treasurer  
**Location:** Glenwood City, WI  
**Job Type:** Full-Time  
**Salary Range:** $62,500 - $70,000  
**Hours:** 40 per week (Monday – Thursday: 7:00 AM – 4:30 PM, Friday: 7:00 AM – 11:00 AM)  
**Application Deadline:** April 11, 2025

**Qualifications & Skills**

* **Education:** A degree in Public Administration, Accounting, Finance, or a related field is preferred.
* **Experience:** Three to five years of experience in a government or municipal setting preferred.
* **Skills & Abilities:**
  + Strong leadership, problem-solving, and decision-making abilities.
  + Excellent verbal and written communication skills.
  + Proficiency in Microsoft Office and financial management software. Knowledge of Workhorse Software is a plus.
  + Ability to manage multiple priorities and work independently.
  + High level of integrity and professionalism.

**Compensation & Benefits**

* **Salary:** $62,500 - $70,000 annually
* **Benefits Include:**
  + Health Insurance
  + Health Savings Account (HSA)
  + Life Insurance
  + Paid Holidays & Paid Time Off
  + Wisconsin Retirement Fund

**Position Overview**

The City of Glenwood City is seeking a **dependable, detail-oriented, and highly organized** professional to serve as our **Clerk-Treasurer**. This position plays a critical role in the administration and financial management of the City, overseeing official records, elections, tax collections, utility billing, budgeting, and more.

If you are an experienced municipal professional with strong organizational and leadership skills, we encourage you to apply!

**Key Responsibilities**

**General Office Management**

* Oversee the day-to-day operations of the Clerk-Treasurer’s office.
* Manage incoming calls, emails, and resident inquiries, directing them appropriately.
* Process payments, make bank deposits, and manage bill payments.
* Assist the public with inquiries, complaints, and service requests.

**Meetings & Records Management**

* Prepare agendas, meeting minutes, and materials for the Common Council and other boards/commissions.
* Attend all official city meetings and maintain permanent records.
* Ensure legal publication of meeting notices.

**Election Administration**

* Oversee all election duties as required by Wisconsin law.
* Appoint, train, and supervise election workers.
* Set up polling places, publish notices, conduct equipment tests, and manage election procedures.
* Maintain election records and ensure fair and accurate election outcomes.

**Board of Review & Property Tax Administration**

* Coordinate Open Book and Board of Review meetings, ensuring compliance with state requirements.
* Work with property owners regarding assessment objections.
* Prepare and mail tax rolls, collect taxes, and process corrections.
* Maintain dog licensing and chicken permits.

**Utility & Financial Management**

* Calculate and process quarterly utility billing, manage late payments, and maintain utility records.
* Prepare and assist with audits and year-end financial statements for multiple city funds.
* Work with auditors to ensure accurate financial reporting.

**Licensing & Permits**

* Process liquor and cigarette licenses, ensuring compliance with all regulations.
* Present license applications to the City Council for approval and maintain related records.

**Human Resources & Payroll**

* Process payroll, calculate taxes, and prepare reports.
* Maintain personnel records and oversee benefits administration.
* Ensure compliance with Wisconsin Retirement System reporting.

**Additional Duties**

* Prepare and submit recycling reports and grant applications.
* Act as custodian of official city records and ensure compliance with records retention laws.
* Research and manage city insurance policies, file claims, and assist with audits.
* Prepare and submit various required reports to state agencies.
* Perform other duties as directed by the Common Council.

**How to Apply**

All serious candidates must submit:  
✅ **City Employment Application** (available at [www.glenwoodcitywi.com](file:///C:\Users\deputyclerk\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\668BJZ3D\www.glenwoodcitywi.com) under Government → Forms & Applications, or in-person at City Hall)  
✅ **Cover Letter**  
✅ **Resume**  
✅ **Professional References**

Submit application materials to:  
📍 **Deputy Clerk**  
📍 **PO Box 368, Glenwood City, WI 54013**  
📍 **In-person at City Hall (217 W Oak Street)**

For questions, contact the **Clerk’s Office at (715) 265-4227**.