

We Are **HIRING**

Part-time Village Clerk-Treasurer

The Village of Bagley, WI, is seeking a part-time Village Clerk-Treasurer. This position encompasses a broad range of responsibilities, including managing elections, taxes, finances, and general administrative tasks. Key duties include handling statutory clerk and treasurer duties, payroll, accounts payable/receivable, licensing, and utility administration. The ideal candidate should possess strong communication and organizational skills, proficiency in QuickBooks, and familiarity with municipal accounting software. A background check and the ability to be bonded are also required.

KEY RESPONSIBILITIES:

- **Statutory Duties:** Fulfilling all duties outlined in Wisconsin Statutes related to the Clerk and Treasurer roles.
- **Financial Management:** Overseeing payroll, accounts payable and receivable, utility billing, and tax collection.
- **Election Administration:** Managing voter registration, polling places, and election results.
- **Record Keeping:** Maintaining accurate and up-to-date records of village proceedings, ordinances, and other official documents.
- **Public Communication:** Effectively communicating with residents, Village Board members, and other stakeholders.
- **Meeting Management:** Preparing agendas, attending meetings, and recording minutes.

REQUIRED SKILLS AND EXPERIENCE:

- **Communication:** Excellent written and verbal communication skills.
- **Organization:** Strong organizational and time-management abilities.
- **Technical Proficiency:** Familiarity with Microsoft Office Suite, particularly Word and Excel, and accounting software.
- **Municipal Experience:** Experience in municipal government, finance, or related fields is preferred.

HOW TO APPLY:

Interested candidates should submit a cover letter, resume, and any relevant credentials to the Village of Bagley by July 31, 2025. At villageofbagley@gmail.com