



**Village of Elmwood Park
Village Clerk/Treasurer**

The Village of Elmwood Park, Wisconsin is accepting applications to fill the position of Village/Treasurer. This part-time position is responsible for administering elections, assisting the public with applications for all licenses or permits required by state law or local ordinance, posting agendas for all board and committee meetings, attending and preparing minutes of all meetings of the Village Board, and preparing minutes from audio recordings of other boards and committees. The Clerk also assists with accounting responsibilities such as preparing accounts payable, payroll, and utility invoices. The Clerk also performs other duties as assigned, including customer service.

The Village of Elmwood Park is also accepting applications for a Clerk/Treasurer. This position may be combined with the Administrator role if the appropriate candidate applies for both roles. The salary will then be negotiated based on the sum of the two positions and experience.

REQUIRED EXPERIENCE, EDUCATION, and TRAINING:

Two (2) year associate's degree in Public Administration, Accounting, Business Administration, Finance, or in a related subject and at least two years of experience in a similar responsible position or equivalent combination of education and experience.

Starting salary is \$24,000 - \$30,000 depending on experience

HOW TO APPLY:

Applications should be e-mailed to ernie.rossi@vil.ep.wi.us with the subject line: Village Clerk/Treasurer Recruitment.

Application materials may also be placed in a sealed envelope and mailed or hand-delivered to:

Village Clerk Recruitment c/o Ernie Rossi
Village of Elmwood Park
3131 Taylor Ave Unit 1
Elmwood Park, WI 53405-4503

Open until filled. The Village is expecting to fill this position by December 30, 2022.