

# Job Opportunity

## Clerk and Treasurer - Village of Park Ridge - Portage County, Wisconsin

The position(s) will be open until filled.

### **About the position:**

The Village seeks a skilled, dedicated, conscientious and self-motivated individual or individuals to fill the positions of Village Clerk and Village Treasurer. These are part-time responsibilities with occasional evening hours to support Village board and committee meetings. The work is typically done on-site at the Village Hall, but flexible work schedules and options to work from home may be considered for qualified candidates. Depending on the applicants' qualifications, the position(s) may be filled by either one or two persons.

Requires a minimum of an Associate Degree in a field relating to office management, accounting/bookkeeping, or clerical training. Previous experience in municipal government or clerk's office is a plus. Candidates shall have excellent communication and computer skills, knowledge of Microsoft Office software (Word, Excel, etc.). Knowledge of website editing a plus. Preferred skills for the Treasurer responsibilities include familiarity with QuickBooks accounting software and/or previous experience in municipal government or comptroller/treasurer's office. Online and some in person training provided.

Send resume with references and cover letter by January 30, 2023, to Steve Menzel, Village President, at [smenzel@vi.parkridge.wi.gov](mailto:smenzel@vi.parkridge.wi.gov).

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### **About the Village:**

The Village of Park Ridge, incorporated in 1938, is a small community located adjacent to the city of Stevens Point in Portage County, Wisconsin. Known throughout the area for its quiet, neighborhood atmosphere with nearly 500 residents, the Village also has a thriving commercial district along the Highway 66 corridor hosting more than 50 businesses. The Village is near other important area institutions-- within blocks of the region's largest grocery store (Metro Market), Washington Elementary School, P.J. Jacobs Junior High School, and St. Michael's Hospital.

For more information, go to <https://vi.parkridge.wi.gov>