

DEPUTY VILLAGE CLERK

The Village of Melrose is seeking a Deputy Village Clerk to assist the present Clerk with the day-to-day operations of Village government. Tasks to be performed include but are not limited to the following:

- 1) Accurate bookkeeping, professionally answering telephone calls, and handling walk-in inquiries.
- 2) Paying general bills, sending out Village invoices, and updating accounting software.
- 3) Preparation of payroll and vouchers for monthly Village board meetings.
- 4) Preparation of monthly water/sewer utility bills, collecting payments as well as preparing monthly reports subject to audit and review by Village auditors and the Wisconsin Public Service Commission.
- 5) Collection of Melrose area pool donations and transfer of payments to the school district.
- 6) Publishing all notices and attending regular and special board meetings when the Clerk is unavailable.
- 7) Assisting the Clerk with the oversight of all elections held in the Village.
- 8) Assisting the Clerk with maintenance of the Village website.
- 9) Other tasks as directed by the Clerk.

QUALIFICATIONS:

The candidate will have knowledge of general office practice. Bookkeeping and accounting skills are desired. Basic computer skills are essential. The candidate should have experience crafting documents and letters with Microsoft Word. Experience with Microsoft Excel and/or another spreadsheet is desirable. The candidate must be willing to become highly qualified in utilizing Village specific billing and accounting software.

WORK SCHEDULE: The Deputy Clerk will work 8 hours per week. Once training is complete, he/she will work independently and opposite of the Clerk's weekly schedule. Additional hours may be approved during tax collection season, elections, and or in the absence of the Clerk.

COMPENSATION: The Deputy Clerk salary will begin at \$12.00 per hour. There are no retirement, healthcare, or other benefits associated with this position.

TO APPLY: Deliver a resume and cover letter outlining your qualifications to the Village of Melrose, Personnel Committee, P.O. Box 117, Melrose, WI 54642 not later than December 31, 2015. Interviews and completion of a basic computer exercise will be scheduled in January. For additional details, contact the Clerk at 608-488-3191. The Village of Melrose is an equal opportunity employer.