Deputy Clerk-Treasurer, Kimberly Wisconsin

The Village of Kimberly (pop. 7,422) is located in the Heart of the Fox River Valley in Northeast Wisconsin and is currently seeking a Deputy Clerk-Treasurer. Kimberly boasts a small town atmosphere within a large metropolitan area.   As part of the Fox Cities, Kimberly offers excellent employment opportunities for area residents and services that are exemplary.

The Village operates under a Village Board–Village President form of government including seven elected Village Board members. The Village of Kimberly has been fortunate to have had many long-serving elected and appointed officials, creating great continuity and institutional knowledge within its many Boards, Commissions and staff. There are eight appointed officials including the Village Administrator, Clerk-Treasurer, Police Chief, Fire Chief, Library Director, Director of Operations and Community Enrichment Director.   The Village also operates a Water Utility, Sanitary Sewer (collection only) Utility, and Storm Water Utility.

The Village of Kimberly is seeking a collaborative, skilled professional with strong organizational and accounting skills. A background in clerk duties as established in Wisconsin State Statute 61.25 and billing and financial duties. The Village of Kimberly has more than 55 FTEs (including a joint department), with over 20 seasonal employees. The Village of Kimberly is financially strong, with an annual budget exceeding $9 million (all funds, including utilities) and reserves of $9 million.

Candidates must possess a high school diploma or equivalent. Four years of experience as municipal deputy clerk or deputy treasurer or any combination of education and experience that provides equivalent knowledge, skill and abilities. Candidate must possess proven managerial, interpersonal and leadership skills. Current salary range: $40,227.20 – $55,161.60 DOQ. Excellent benefit package. Candidates must apply online via NeoGov by October 28, 2021 at www.vokimberly.org/information/employment-opportunities.