

**Clerk-Treasurer/Financial Director** – The Village of Union Grove (pop. 4915), Racine County, is seeking an experienced professional to fill the position of Clerk-Treasurer/Financial Director. This is a full-time, appointed position that reports to the Village Board. This position oversees \$8M total budget and two deputy clerks. The Village has 14 FT employees, 15 PT. Duties include maintaining the financial records for the Village, Water, Wastewater, and Storm Water Utilities, Library, Fire Commission, two TID districts and a CDA. Duties also include supervision of elections, open meeting and open record compliance, cash management, investments, and other duties as enumerated under Wis. Stats. § 61.25 and 61.26. Candidates must have a minimum of an Associate Degree in Accounting or business related field and five years experience, or five or more years Clerk/Treasurer experience or equivalent position meeting the listed duties. Certification as a municipal clerk and treasurer (WCMC, WCPC, CMC, MMC, CMTW) or willingness to obtain certification desired. Significant consideration will be placed on accounting abilities and budgeting/finance background. Candidates must be proficient in Word and Excel, election administration, open records and open meetings, board of review. Candidates must have a high level of integrity with open and positive communication skills, a commitment to public service, the ability to multi-task, and must be bondable. This position does include evening meetings. Salary range is \$45,000 to \$55,000, DOQ. Job description is posted at [www.uniongrove.net](http://www.uniongrove.net). E-mail cover letter, resume, salary history and references to Racine Workforce Development Business Services at [Resume1@goracine.org](mailto:Resume1@goracine.org). Deadline for application is May 15, 2012 with anticipated start date of July 15<sup>th</sup> 2012.