

City of Chetek  
Accepting applications to apply  
for the position of Treasurer/Administrator

The City of Chetek is seeking candidates for a Treasurer/Administrator position. The City of Chetek desires a detail-oriented individual with strong financial management skills. This position is a working manager in a small office and will be responsible for performing and overseeing all aspects of managing the City's treasury and financial reporting functions, revenue collection, and maintaining a central accounting system. In addition will direct and coordinate various functions such as budgeting, procuring insurance, utility billing, payroll, personnel, and support the City council. The ideal candidate will be a leader, possess interpersonal skills, promote team building and possess the ability to promote positive and productive relationships with staff, elected officials and community members. The position performs all statutory duties of City Treasurer as outlined in Wisconsin state law.

Candidates should have:

- Bachelor's degree in accounting, business administration or related field.
- A minimum of three years supervisory/leadership experience
- Should be proficient and comfortable with business and financial technology necessary to successfully perform job duties.
- Proficient in engaging with the public and dedicated to delivering exceptional customer service experiences.
- The City will consider any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Treasurer/Administrator.

The application and job description can be found on the City's website at: [cityofchetekwi.us](http://cityofchetekwi.us). Applications will be accepted until filled. Applicants may send cover letter, application, and resume to City of Chetek, PO Box 194, Chetek, WI 54728 or email to [cnewman@cityofchetekwi.us](mailto:cnewman@cityofchetekwi.us). Contact: Carmen Newman, City Clerk-Treasurer (715) 924-4838. The City of Chetek is an equal opportunity employer.