Village of Milltown

Office of Clerk & Treasurer
*89 Main Street West * P.O. Box 485 * Milltown, Wisconsin 54858*
*Phone (715)825-3258 * Fax (715)825-4538*
E-mail clerk@villageofmilltown.gov

POSITION DECRIPTION: CLERK/TREASURER

SUMMARY: Village of Milltown, Polk County, Wisconsin is seeking a detailed and customer service-oriented professional to serve as its next Clerk/Treasurer. This position reports to the Village President and Village Board of Trustees. The current Clerk/Treasurer is retiring in 2026 after 18 years of service and will be available for training during the transition.

This position plays a central role in the daily operations of Village government by overseeing financial management, records administration, election, human resources, and customer service functions. The Clerk/Treasurer ensures transparent financial practices, accurate recordkeeping, and effective coordination of administrative services that support Village officials, staff, and residents.

ESSENTIAL JOB DUTIES:
This position directs and manages the functions of the Clerk and Treasurer's Office, including, but not limited to:

- Administrative functions of finances, financial records, monthly/annual reports, and annual audit preparation
- Maintaining all Village records, ordinances, and resolutions
- Administrative functions for elections
- Managing payroll, benefits, and employee records
- Managing payables, receivables, and monthly reconciliation
- Reconciles and processes annual property tax collections
- Meeting agendas and minutes
- Maintain Liquor/Beer/Tobacco annual renewals

QUALIFICATIONS:

- High School Diploma/GED Required
- Two years of recent paid business office work and accounting experience
- Associate's degree in accounting or business/public administration preferred
- Certification as a Wisconsin Municipal Clerk or Treasurer, or willing to obtain

IDEAL CANDIDATE: The Village Board seeks a candidate who will provide welcoming and responsive service to the public, be detail oriented, value public service, strong leadership, organizational and communication skills, along with a proven ability to manage complex financial and administrative responsibilities. The ideal candidate will have experience working in municipal government or a related field. An associate's degree in accounting or business/public administration is preferred. The candidate must exercise discretion, initiative, and sound judgement in a small-town municipal setting.

The Village offer a very generous benefit package and the position's salary DOQ. Interested candidates must submit a cover letter, resume, and an application form along with references to the Village Clerk/Treasurer Amy Foeller, PO Box 485, Milltown, WI 54858, or by email to clerk@villageofmilltown.gov, due by December 3, 2025. This position will remain open until filled.