

Deputy Clerk/Treasurer

The City of New Richmond is seeking a professional and highly motivated individual to fill the position of Deputy Clerk/Treasurer. This is a regular full-time position that works very closely with both the City Treasurer and City Clerk to accomplish day-to-day department goals that meet statutory requirements. Position responsibilities include election administration support, licensing assistance, accounts payable and receivable, tax collection and processing, record retention, general administrative support, cemetery administrative assistance and website maintenance. The ideal candidate will possess excellent interpersonal communication skills, have a strong customer service focus, and will have knowledge of general accounting principles. To be considered, applicants must possess an Associate's Degree in a related field and have one year of general office support experience.

A completed City of New Richmond employment application, as well as a cover letter and resume, should be sent electronically to Kari Kraft at kkraft@newrichmondwi.gov.

Application deadline is 12:00 p.m. on Wednesday, May 25, 2016. We anticipate holding interviews on Thursday, May 26, 2016.