

Village Treasurer Position

The Village of Spring Grove (population 5,778) seeks a qualified and highly motivated person for our Village Treasurer position for 32 hours per week from 8:00 – 4:00 p.m. (can be flexible). The ideal candidate must possess high ethical standards, be an effective communicator, and have a strong attention to detail and accuracy. This position works under the direction of the Village Board and job duties include managing all the day to day operations of the Finance Department including accounts payable, cash receipts, utility billing and collections, payroll, accounts receivable, bank reconciliations, investments, employee benefits, assisting with annual audit and budgets, and Treasurer duties for the Police Pension Board.

Required Knowledge, Abilities and Skills

Knowledge of governmental fund accounting and practices highly desired.

Strong organizational skills, the ability to work independently and prioritize tasks to meet deadlines, proficiency using spreadsheets and other financial software tools, and the ability to communicate clearly and concisely, both orally and in writing. Skilled in operating a personal computer, including an understanding of Microsoft Office—Word, Excel and Outlook.

Working knowledge of MSI accounting software a plus.

Qualifications:

A bachelor's degree in accounting or closely related field desired but not a requirement, or a minimum of two years of experience in an accounting position, preferably governmental accounting.

Compensation and Benefits

Salary is commensurate with experience and knowledge and position includes a pension plan.

Application Process: Interested candidates may complete an application for employment online at www.springgrovevillage.com. Resumes and applications can be emailed to info@springgrovevillage.com and are due by October 15, 2020.