

Village Clerk/Treasurer
Village of North Prairie, Wisconsin

Position: Village Clerk/Treasurer

Employment Status: Full-Time, Exempt

Reports To: Village Board

Application Deadline: Open until filled

Make a direct impact in a close-knit Waukesha County community. The Village of North Prairie, home to approximately 2,193 residents, is seeking a full-time Village Clerk/Treasurer to help keep local government responsive, accountable, and running smoothly. In this highly visible role, you will lead essential municipal services—from elections and public meetings to financial administration and tax functions—and serve as a trusted resource for residents, elected officials, staff, businesses, and government partners.

What You'll Do

- Keep Village government moving by preparing agendas, meeting materials, notices, and minutes for monthly Village Board and Plan Commission meetings.
- Maintain ordinances, resolutions, minutes, contracts, and other official Village records.
- Administer elections in accordance with Wisconsin law, including voter registration, poll-worker coordination, notices, Election Day operations, and reporting.
- Issue licenses and permits and complete related filings and statutory reports.
- Process public records requests and support compliance with public records and open meetings requirements.
- Manage accounts payable and receivable, payroll, reconciliations, receipts, general ledger activity, budgeting, financial reporting, insurance, and audit preparation.
- Support tax billing and collection, special assessments, investments, debt records, and other treasury functions.
- Serve as a knowledgeable, responsive point of contact for residents, officials, vendors, title companies, and partner agencies.
- Coordinate with the Village attorney, auditor, Waukesha County, state agencies and other third parties.
- Perform other duties assigned by the Village Board.

Preferred Experience

- Wisconsin municipal clerk or treasurer certification, or progress toward certification.
- Municipal clerk, treasurer, deputy clerk/treasurer, finance, or other public-sector experience.
- WisVote Certification and experience with Wisconsin elections, municipal finance, taxation, budgeting, or public records.
- Experience with municipal budgeting, tax collection, payroll, licensing, public records, or governmental accounting.
- Notary Public
- Associate or bachelor's degree in public administration, accounting, finance, business administration, or a related field.

Required Experience

- At least three years of professional experience in municipal government or general administration.

- Availability for evening meetings and additional hours during elections, tax collection, audits, and other peak periods.
- Ability to obtain Wisconsin municipal clerk certification and appointment as a Notary Public.
- Ability to obtain and maintain all training and credentials required for assigned election and municipal duties.
- Experience in bookkeeping, accounting, records management, office administration, or local government.
- Proficiency with Microsoft Office, financial or municipal software, spreadsheets and electronic records.
- Ability to interpret and apply policies, ordinances, statutes, deadlines, and procedures.
- Strong communication, organization, time-management, accuracy, and customer-service skills.
- Valid driver's license.
- High school diploma or equivalent.

What We Offer

The Village offers a competitive benefits package based on qualifications and experience, which includes:

Salary: Salary range between \$75,000.00 to \$95,000.00 annually, commensurate with qualifications, experience, and ability

Benefits:

1. Employer contribution to Wisconsin Retirement System – amount set by State of Wisconsin each year.
2. Health Reimbursement Arrangement via QSHERA plan – amount set by IRS each year
3. \$25,000.00 life insurance policy paid for by the Village.
4. Short-term disability policy paid for by the Village.
5. Beginning PTO of 10 days for the first and second year.
6. Paid Federal Holidays.

Apply Today

Ready to put your municipal and administrative expertise to work for North Prairie? Submit a résumé, job application and three (3) references to:

Deborah Hall, Village Trustee

Village of North Prairie

130 N. Harrison Street

North Prairie, WI 53153

deborah.hall@northprairiewi.gov

262-951-0244

Applications will be reviewed as received and accepted until the position is filled. Submit materials by email, mail, or in person at Village Hall. For general information, call 262-951-0244.

The Village of North Prairie is an equal opportunity employer. Reasonable accommodations are available during the application process upon request.