



Village of Chenequa
31275 W County Road K, Chenequa, WI
Clerk-Treasurer Position

Position Summary:

The Village of Chenequa, Wisconsin (Population 526), is seeking a skilled and service-oriented professional to serve as the next Clerk-Treasurer. This is a key managerial position responsible for ensuring the effective administration of the Village's financial operations, voting system, records management, and governance processes in accordance with the Wisconsin Law and Village policy. This position prepares meeting agendas and minutes, oversees elections and voter registration, issues various municipal licenses, and provides notary services. The Clerk-Treasurer also prepares property tax bills, maintains financial records, and ensures compliance with all applicable state and local regulations.

The Clerk-Treasurer performs all responsibilities assigned to both the Village Clerk and Village Treasurer, including maintaining custody of official records and the Village seal, posting, and publishing legal notices, filing, and attesting ordinances and resolutions, managing receipts and disbursements of Village funds, keeping accurate financial accounts, and ensuring proper settlement of taxes. This position also serves as the statutory election official. This position combines professional-level management responsibilities with hands-on administrative duties that directly support Village operations and serving as a key point of contact for residents. The Clerk-Treasurer supports the Village Board and helps ensure the efficient, transparent, and lawful operation of Village government.

Key Duties & Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Clerk and Governance Duties:

- Coordinates and administers activities for elections held in the Village, in compliance with state and federal laws. Trains and supervises election workers on the election process including mandated voting equipment and conducts mandated certification of election workers and registrars. Maintains self-certification for WisVote. Prepares or directs ballot

preparation and election publications. Designates and supplies polling places. Maintains voting equipment and machines. Recommends voting equipment changes. Directs voter registration and maintenance of voter rolls including purging and redistricting. Assists multiple candidates with registering and filing necessary paperwork. Certifies municipal candidates.

- Coordinates calendar and prepares agendas and meetings materials, maintains minutes, and provides proper notice of scheduled meetings for the Village Board and standing committees.
- Maintenance of official records, ordinances, resolutions and contracts; publication of legal notices; administration of oaths; and oversight of licensing and permitting functions.
- Customer service and communication: Serving as the public's first point of contact for the Village Hall, ensuring courteous service and accurate information to residents, and visitors. Maintaining public notices and fostering transparent communication between the Village and the community.
- Tax collection: Preparation of tax bills, collection and settlement of taxes, and coordination with the County Treasurer and other taxing jurisdictions.
- Preparation and administration of the annual budget, monitoring department expenditures, ensuring Village funds are properly managed.
- Management of accounts payable and receivable; bank reconciliations; preparation of monthly treasurer's reports; payroll administration; maintenance of fixed asset records; oversight of investments in accordance with Village policy; coordination of quarterly audits; and compliance with all state and federal reporting requirements.
- The Clerk-Treasurer also plays an important leadership role in coordinating administrative processes, ensuring compliance with record retention, insurance reporting, and human resource documentation, and providing knowledgeable assistance to employees regarding the benefits package.

The successful candidate will be detail-oriented and approachable professional who thrives in a small-organization environment where collaboration, multitasking, and clear communication are essential. Regular attendance and punctuality required. The Village seeks an individual who demonstrates:

- Strong knowledge of municipal accounting and public finance practices;
- Experience in the preparation of budgets and financial reports;
- Familiarity with Wisconsin Municipal Law and governance procedures;
- Integrity, discretion, and a commitment to accuracy and transparency;
- The ability to work well with all staff as a team player;
- Excellent interpersonal skills and a customer-service mindset.

Candidates should be self-motivated, adaptable and able to balance day-to-day operational work with a long-term administrative planning mindset.

Education and Experience:

A bachelor's degree in public or business administration, finance, accounting, or a closely related field is preferred, along with at least three to five years of progressively responsible municipal or comparable administrative experience. Candidates with an associate's degree in the fields listed above will be considered as well. Equivalent combinations of education and experience may be substituted for specific degree requirements.

Completion of the Wisconsin Municipal Clerks and Treasurers Institutes and certification as a Certified Municipal Clerk (CMC) and Certified Municipal Treasurer (CMTW) are strongly preferred qualifications. Candidates who have not yet attained these credentials will be required to complete the Institutes and obtain certifications within three years of hire. Certification and proficiency in WisVote are preferred.

Job Requirements

- The ability to add and subtract, multiply, and divide and calculate percentages, fractions, and decimals.
- The ability to operate a variety of office equipment such as computer terminals, laptops, telephone, fax machine, calculator/ adding machine, and photocopier.
- A strong working knowledge of QuickBooks is highly encouraged, though not required.
- Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, lifting, carrying, pushing, and pulling.
- Valid driver's license required and pass a background check.
- Valid notary license or ability to obtain within two months of hire date.

The salary range for this position is \$60,000 - \$70,000 annually, based on qualifications and experience. There will be a one-year probationary period. The Village offers an excellent benefits package, including participation in the Wisconsin Retirement System (WRS), health, dental and vision, paid leave, and professional development opportunities.

Interested candidates should submit a single PDF containing a cover letter, resume, and the Chenequa Employment Application located at <https://www.chenequa.org/wp-content/uploads/Documents/Forms/ApplicationFinal2012.pdf> to Clerk-Treasurer Pamela Little at clerk-treasurer@chenequa.org. Please include "Chenequa Clerk-Treasurer" in subject line. The deadline for applications is Friday, January 23, 2026.