

February 21, 2025

APPOINTED CLERK/TREASURER POSITION—Village of Stetsonville

The Village of Stetsonville is in search of candidates for the **(appointed) clerk/treasurer position**. Wage is hourly and will be based upon experience. Currently, the office is open 23.5 hours per week, but realize a “new” clerk/treasurer may need more hours to perform the job. It is not necessary to open the office more hours than that, but if you need up to 32 hours per week to complete the tasks, then that’s how it will be.

There is much more to municipal accounting than working in a business environment, but there are many workshops available through the state organizations that will guide you to make you the best clerk/treasurer that you can be. There is also a great network of clerks throughout the state that are available to help!

See the job description for clerk/treasurer in the Village; it may seem daunting with the many duties, but it is “all in a day’s work” and many of the points/items are only performed once per year...then it’s done!

The auditors suggested that the village hire on a person no later than August/September to shadow the present clerk so that he/she may learn some of the duties before the end of 2025. The new employee would take over fully on January 1, 2026 as the present clerk/treasurer is planning on retirement as of 12/31/2025. During job shadowing, it will be a part time job, leading up to the full 25-32 hours in 2026.

If you are interested, please submit a resume and letter of interest by email or send to Village of Stetsonville, PO Box 219, Stetsonville, WI 54480. Due date is April 10, 2025. Candidates will be considered at the April board meeting and be called after that for interviews.

Any questions may be directed via email to: clerk@villageofstetsonvillewi.gov.

Thank you for your consideration.

Jan Tischendorf

Clerk/Treasurer

Village of Stetsonville

