

# Clerk and Treasurer

## City of Park Falls, WI

### Full-time Salaried Position

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**The Community:** The City of Park Falls is in northern Price County, with a population of 2,462, and supported by numerous industries including St. Croix Rods and Weather Shield. The Chequamegon School district is highly rated for providing education for K-12. Our Regional Hospital is also part of the Marshfield Medical system. Park Falls has 5-minute access to hundreds of thousands of acres of Public Land, providing abundant opportunities for outdoor recreation, including hunting, fishing, hiking, camping, kayaking, and boating etc.

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**Department** Under the direction and supervision of the City Administrator, this position is responsible for the City Clerk and Treasurer duties as defined in Wisconsin Statutes and City ordinances. The employee performs responsible work of an administrative nature in tax collection, elections, licensing, and cash receipting. Responsible for assisting the Administrator with the sound management of City investments and expenditures using standard government accounting procedures. The City Treasurer/Finance Director is responsible for working with the Administrator, Mayor, and Council members to prepare the annual budget and supervise monthly expenditures and receipts in accordance with the Treasurer duties as defined in Wisconsin Statutes and the Park Falls City Ordinances. The City Treasurer's performance is evaluated by the City Administrator. This is an exempt position.

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**Salary:** \$60,439 - \$78,105 per year depending on qualifications.

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**Benefits:** Wisconsin retirement fund; Health insurance; Life insurance; Dental; Vision; Sick leave; Paid holidays; Vacation; Longevity pay; Deferred compensation; Lifestyle Perk.

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**Qualifications:** Bachelor's degree in accounting, business or public administration or related field; Municipal finance and/or public accounting work experience; minimum of two (2) years of municipal accounting or five (5) years general accounting experience is preferred. Associate degree in accounting with a minimum of five (5) years of municipal accounting experience will be considered. Applicant should understand Payroll and HR System software. The City is transitioning, so a familiarity of Civic and/or Workhorse Software systems would be desired. Certified Municipal Treasurer of Wisconsin (CMTW) and/or Certified Municipal Clerk of Wisconsin (CMCW) or the desire to obtain one or both certifications is strongly encouraged. Must be bondable according to State Statutes. Additional continuing education and training may be required.

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**Apply By:** Noon on 01/17/2024 for first round of review. Open until filled.

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**Submit:** Cover Letter, Resume, and Signed Job Descriptions

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**Contact:** Brentt P. Michalek, City Administrator  
City of Park Falls  
400 4th Avenue South  
Park Falls, WI 54552  
Phone: (715) 762-2436  
Fax: (715) 762-2437  
Email: [Admin@cityofparkfalls.com](mailto:Admin@cityofparkfalls.com)

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**Must Pass:** Oral interviews; Drug screening; Background investigation.

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**Process:**

1. Applications will be accepted until the position is filled, with the first review beginning on 01/17/2024.
2. The first round of in person oral interviews will be completed by 01/25/2024, and will include:
  - a. A tour of the city and its facilities,
  - b. Personnel Committee Interview,
  - c. Department Head Interview.
3. Offer of employment pending background check and drug screening.