

CITY TREASURER / DEPUTY CLERK

The City of Brillion is seeking a full-time Treasurer / Deputy Clerk. This position is a key role within the administration and its accounting responsibilities. The minimum requirements are an associate degree, preferably a bachelor's degree in accounting. Duties include Accounts Payable, Accounts Receivable, Payroll, General Journal Entries, Month-end reconciliation processes, annual tax season preparations, budgeting, and annual audit preparations. Knowledge of fund balance accounting, GASB and GAAP is a plus. This position works under the direction of the City Administrator and City Council.

Please send cover letter, resume, and references to:

City of Brillion
Attn: Patty Schreiber
201 N Main
Brillion, WI 54110

You can also email these documents to admin@brillionwi.gov. For any questions, please call 920-756-2250. The deadline for qualified applicants to submit their documents will be February 19, 2024, by 4:30 pm.