



# Director of Finance/Clerk-Treasurer

*Position Profile*

2828 Allouez Ave.  
Bellevue, WI 54311  
(920) 468-5225

[VillageOfBellevueWI.gov](http://VillageOfBellevueWI.gov)

# The Community

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Bellevue meaning “Beautiful View” in French, was established in 1856. In 2003 the Village of Bellevue was officially incorporated from the former Town, encompassing 14.40 square miles.

Bellevue is a part of the Greater Green Bay Metropolitan area and located within Brown County (home to 269,591 people and Wisconsin’s 4th most populous county). Bellevue is a progressive community and is one of Brown County and Wisconsin’s fastest growing communities with a population of 15,935, according to the 2020 U.S. Census, which is up 9% from the 2010 Census, ranking the Village as the 5th largest community in Brown County and the 55th largest community in the State.

Four major highways service the Village and it is a fifteen-minute drive from Austin Straubel International Airport and the Port of Green Bay. The Village is serviced by two school districts: the Unified School District of De Pere & the Green Bay Area Public School District, which is rated the most diverse school district in Wisconsin.

The Village is proud to offer its safe and accessible park and recreational facilities. Park amenities include passive and active spaces, including trails, athletic fields and picnic areas. Our recreation programs have over 7,000 people participating annually. With over 330 acres of parkland & conservancies within the community, there is ample opportunity for the community to enjoy the outdoors without leaving the community.


Bellevue is a great place to grow your family, your business & enjoy a high quality of life. The Village is a full-service municipality offering quality municipal services while maintaining combined local municipal tax and utility rates that are among the lowest compared with the other incorporated communities in the Brown County area.





# The Opportunity

The Board-appointed Director of Finance/Clerk-Treasurer reports to the Village Administrator and collaborates with department directors to implement the Village's fiscal strategy. The Director of Finance/Clerk-Treasurer is responsible for budget development, financial management and status reporting, general accounting and payroll, debt management, utility billing and collections, tax billing and collections, voter registration and elections, municipal licenses and audits, among other functions. The Director of Finance/Clerk-Treasurer has two FTE and two PTE support staff to complete tasks. The Director of Finance/Clerk-Treasurer provides leadership that exemplifies the Village's commitments to protecting public funds, ethical decision-making, excellent internal and external customer service, innovation, and continuous improvement and learning – not only for the department but for the Village overall.



# The Ideal Candidate

This is an excellent opportunity for an experienced professional with a substantial record of financial management overseeing work, including budget development and analysis, financial forecasting, capital planning, budget monitoring, accounting, debt management and financial systems. While such experience may be gained in a local government environment, knowledge gained in other public or private environments may also be of great value.

## The Ideal Candidate Will Have

- A strong interest in advancing the Core Values of the Village and the goals of the Administration & Finance Department.
- Exceptional analytical skills, including using data-driven methods and financial strategies to best navigate complex, changing landscapes.
- Significant technical expertise, including substantial budget acumen and accounting/financial experience.
- Impressive interpersonal and communication skills, including presenting information to executive leadership and the Village Board for decision-making.
- Exemplary leadership skills are required to develop, coach, empower, motivate and manage staff.
- Remarkable ability to interpret Village operations and department compliance, including enforcement of applicable federal, state and local laws, ordinances and codes, and apply them to solve complex problems.
- A strong and enduring commitment to continuous improvement through business process re-engineering, implementation of new technology, organizational change management, and adherence to best practices.

## Minimum Qualifications

- Bachelors degree in Accounting, Finance, Business Administration or a related field. Masters Degree preferred, but not required.
- Minimum of five years of experience performing duties of clerk-treasurer, deputy clerk-treasurer, accountant or similar position with substantial accounting duties and responsibilities.
- Designation of Wisconsin Certified Municipal Clerk and Certified Municipal Treasurer of Wisconsin preferred.

# Examples of Duties

- Plans, organizes, directs, and evaluates the activities and staff of the Finance Department and assists department heads in planning, assigning, coordinating and implementing budgets.
- Analyzes and monitors the Village's financial condition, makes recommendations for improvement to the Village Administrator and the Village Board.
- Establishes departmental short- and long-range goals and objectives; develops plans and measurements for evaluation. Motivates employees and encourages innovation to achieve department goals.
- Attend the meetings of the Village Board and facilitate minutes.
- Assists the Administrator in preparing the annual Village budget; directs the coordination and preparation of the operating budget, capital improvements budget, and financial forecasting.
- Prepares annual tax levy for submission to the County as authorized by the Village Board, including special assessments receivable.
- Directs staff in the preparation of financial reports are prepared in accordance with Generally Accepted Accounting Principles. Coordinates the annual audit.
- Administers village's rate and fee setting function to comply with state and village regulations and board approval.
- Performs administrative duties in maintaining the official records, issuing licenses and completion of local, state, federal financial reporting.
- Conducts and oversees all Village, State, and Federal Elections.
- Maintain the Village's Code or Ordinances and all resolutions, contracts, agreements and other documents processed through official Village actions.
- Facilitate and comply with open records requests, administer oaths and apply the official Village Seal to documents, when appropriate.

*This list is a sample of duties, for a more in-depth list of responsibilities, please reference the job description.*



# Compensation & Benefits

The hiring range for this position is \$77,247 – \$96,000, with placement commensurate with the successful candidate’s experience & qualifications.

The Village also offers an excellent benefits package that includes personal time off, paid holidays, 40 hours of compensatory time, medical & dental insurance, a health savings account, voluntary vision insurance, short-term disability insurance, paid life insurance and participation in the Wisconsin Retirement System.

# Application & Selection Process

The position will be open until filled with a first review of applications on June 12, 2023. To apply for this exciting opportunity, please email the following documents, in one PDF to the Village Administrator, Benjamin Krumenauer at [bKrumenauer@VillageOfBellevueWI.gov](mailto:bKrumenauer@VillageOfBellevueWI.gov).

- Cover letter
- resume
- Salary history
- Five (5) work related reference

***Confidentiality must be requested and cannot be guaranteed for finalists.***

***The Village of Bellevue values a diverse workplace and strongly encourages women, people of color, LGBT individuals, people with disabilities, members of ethnic minorities, foreign-born residents and veterans to apply.***





# Thank You!

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