



Photo Credit to K Welsh Photography

# Clerk-Treasurer Village of Cambridge, Wisconsin

Position Profile



Public Administration Associates



## Position Summary

The Village of Cambridge, Wisconsin (Population 1,638), is seeking a skilled and service-oriented professional to serve as its 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 Wisconsin law and Village policy.

## The Village

Nestled in the rolling countryside of Dane and Jefferson Counties, the Village of Cambridge offers small-town charm, a strategic location, and a high quality of life. The community is conveniently located just a short drive from Madison and within easy reach of Milwaukee. Cambridge's historic downtown, safe neighborhoods, and proximity to parks, trails, and recreational amenities make it an ideal place to live and work. The Village is home to friendly residents who value responsive local government, fiscal responsibility, and strong community pride.

The Village of Cambridge is governed by a seven-member board, comprised of six Trustees and a Village President. Services are provided to residents through a mix of in-house staff (Clerk/Treasurer, Public Works, Utilities, Library) and contractors and shared-service agreements (Building Inspection & Zoning, Court, Police, Fire and EMS). The Village's 2026 General fund budget is approximately \$2.02 million.



## The Position

The Clerk-Treasurer reports to the Village Administrator and is responsible for the Village's financial and recordkeeping functions. This position combines professional-level management responsibilities with hands-on administrative duties that directly support Village operations and resident services.

## Essential Duties and Responsibilities

**Board and Meeting Administration:** Coordinates preparation of agendas, packets, and official notices for Village Board, committee, and commission meetings in compliance with open meetings law. Attends meetings, records minutes, and provides procedural guidance to elected and appointed officials.

**Elections Administration:** Administers all phases of local elections, including voter registration, absentee ballots, polling operations, and statutory reporting. Trains election inspectors and ensures compliance with Wisconsin election law.

**Accounting and Treasury Functions:** Reconciles bank statements, manages investments in accordance with Village policy, and oversees accounts payable and receivable. Counter-signs checks, contracts, and other financial documents.

**Official Records Management:** Serves as custodian of all official Village records including ordinances, resolutions, contracts, and minutes. Maintains the Village's records retention schedule and ensures secure and accessible storage of all public documents.

**Website and Public Communication:** Manages the Village website and other public communication platforms by posting agendas, minutes, notices, and community information. Ensures accurate and timely communication of official actions, policies, and events.

**Budget and Financial Management:** Assists with the preparation of the annual operating budget. Prepare related fiscal reports. Calculates levies, mill rates, and equalized values, and monitors revenues and expenditures throughout the year.

**Payroll and Personnel Administration:** Supervises payroll preparation, tax filings, and employee benefit reporting. Assists in employee recruitment and maintains personnel and insurance records.

**Tax Collection and Settlement:** Prepares tax rolls and bills, collects property taxes, distributes payments to appropriate taxing jurisdictions, and prepares settlement statements.

**Public Relations and Customer Service:** Provides courteous and professional service to residents, responds to records requests, and promotes a positive image of the Village.

**Licensing and Permitting:** Issues and maintains municipal licenses and permits, including alcohol and operator licenses, and manages park reservations.

**Insurance and Risk Management:** Coordinates annual insurance renewals, maintains claim records, and ensures appropriate coverage for Village assets.

**Technology and Administrative Leadership:** Oversees information technology functions, supervises administrative staff, and maintains professional affiliations to stay current with best municipal practice.



## The Ideal Candidate

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

- Strong knowledge and experience in municipal accounting and public finance practices;
- Experience in the administration of Wisconsin elections;
- Demonstrated knowledge with Wisconsin municipal law and governance procedures;
- Proficiency in technologies relating to this role including municipal accounting software, WisVote, Microsoft Office Suite, etc.



## Qualifications

Associate's degree in accounting, finance, public administration, or related field; bachelor's degree is preferred, along with at least three years of progressively responsible municipal administration, finance, or clerk/treasurer work, including supervisory experience.

Completion of the Wisconsin Municipal Clerks and Treasurers Institutes and certification as a Certified Municipal Clerk (CMC) and Certified Municipal Treasurer (CMTW) are highly 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 in election administration and proficiency in WisVote are preferred.

## Compensation and Benefits

The expected salary range for this position is \$75,000 to \$95,000, depending on qualifications and experience. The Village offers an excellent benefits package, including participation in the Wisconsin Retirement System (WRS), ETF health and dental insurance, paid leave, and professional development opportunities.

## How to Apply

Interested candidates should submit a single PDF containing a cover letter, résumé, and five professional references to Public Administration Associates, LLC.

**Email:** [smcdade@public-administration.com](mailto:smcdade@public-administration.com)

The deadline for applications is **February 20, 2026**.

*Confidentiality can be requested but cannot be guaranteed for finalists.*