

City of Plymouth
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Municipal City Treasurer – City of Plymouth is seeking an enthusiastic, team player for the position of City Treasurer. Under the general supervision of the Finance Manager, the City Treasurer performs all functions and duties defined under Wisconsin State Statute 62.09 (9) in his/her capacity as City Treasurer. This position will provide a variety of duties for the City of Plymouth, including customer service, accounts payable, property tax administration, monthly and annual accounting, preparation for the annual audit and regulatory filings. This position will interact with the public on a daily basis and manage confidential records and information.

This is a great opportunity to gain experience in Utility, Municipal (Fund), and General Accounting, as well as supporting and leading positive change. Applicants must have strong communication and problem-solving skills with an attention to detail and the ability to balance shifting priorities, along with a willingness to learn. Knowledge and experience in enterprise business and accounting systems and Microsoft applications is preferred. Associates or Bachelor's Degree (Bachelor's preferred) in Accounting, Finance, Business Administration or related field is preferred. Wages based on qualifications. Benefits include: health, life insurance, sick leave, vacation benefits, WI State Retirement plan, paid time off and holidays, etc.

To apply, send your resume, cover letter and three (3) professional references to Plymouth Utilities, Leah Federwisch, Human Resources Specialist, PO Box 277, Plymouth WI 53073 or by email to hr@plymouthgov.com. You can also find information on the City's website at www.plymouthgov.com. Select Citizen Info and then Employment. The position is open until filled with the initial review of applicants on May 10, 2021. The City of Plymouth is an Equal Opportunity Employer.