



Office of the Town Clerk

Town of Brookfield | 645 N. Janacek Road, Brookfield, WI 53045

Office: 262-796-3788 | Clerk@TownofBrookfield.com

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**Position Description: Utility Clerk/Accounting Assistant**

Type: Full Time – Non-exempt (Hourly)

Rate: \$22-\$25/hr

**Elevate Your Career with the Town of Brookfield!**

Are you ready to take your career to new heights in an exciting and vibrant community? The Town of Brookfield is seeking dynamic and enthusiastic individuals to join our exceptional team!

**Why Join Us?**

At the Town of Brookfield, we value our employees and offer a stimulating work environment where your contributions make a real difference. If you're passionate about public service and looking for a rewarding career, we want to hear from you!

**Essential Functions**

- Responsible for the maintenance of utility records for the Town's sewer and water utilities at the direction of the Utility Superintendent.
- Must have experience in accounting procedures such as: accounts payable and accounts receivable. Any other accounting functions is a bonus.
- Collect money and issue receipts for licenses, permits and other fees and charges.
- Assist other clerical staff and department heads with general duties.
- Perform all other functions and duties as assigned.

**Essential Knowledge and Abilities**

- Well-developed communication skills, both verbal and written.
- Ability to retain confidentiality of town employment, personnel, and financial matters.
- Proficiency in software programs. Caselle Clarity/Connect is a bonus.
- Working knowledge of Microsoft Office software and their applications.
- Good interpersonal skills.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to manage time well, be highly organized, and plan work assignments effectively.
- Capable of meeting and dealing with public in a pleasant and professional manner.
- Ability to work independently and in a team environment.
- Ability to establish successful working relationships.

**Education, Experience, and Training**

- High School Diploma or G.E.D. equivalent required.
- Must be at least 18 years of age, a citizen of the United States, and possess a valid Wisconsin driver's license.
- Hold a Notary Public, or able to obtain within 1 month of hire.
- Pass a pre-employment criminal background check.

**Physical and Work Environment**

Work is performed in an office setting. The applicant is occasionally required to:

- Sit, stand, walk, and kneel.
- Lift, carry, push/pull up to 25 pounds.
- Work under time pressures such as frequent "rush" jobs, urgent deadlines, etc.
- Work under distractions such as telephone calls and other disruptions.

**Town Benefits**

- Optional medical insurance available immediately upon hiring
- Health Reimbursement Arrangement (HRA)
- Dental and vision insurance provided by the Town
- Enrollment in the Wisconsin Retirement System (WRS)
- Life insurance options
- Optional deferred compensation

Please contact our Human Resources Officer Wendy Mills with questions at (262)796-3788 or [accounting@townofbrookfield.com](mailto:accounting@townofbrookfield.com). Interested candidates should submit resumes and professional references to [accounting@townofbrookfield.com](mailto:accounting@townofbrookfield.com)