**Employment Opportunity**

**Village of Colfax**

**Administrator-Clerk-Treasurer**

The Village of Colfax is looking for an Administrator-Clerk-Treasurer. 1.4M budget, 12 FT employees, 6PT employees, plus casual PT EMT’s. Salary based on experience plus benefits. Bachelor’s degree in public administration, business administration or closely related field and/or a minimum of 3 years work experience. Desire a strong background in budget, accounting, finance and capital improvement management, human resources, public works and engineering management and grant writing. Municipal background preferred but not necessary. Must have strong work ethic, innovative/visionary thinking and a history of stable tenures, with an open and positive communication style. Residency strongly preferred.

Visit Village of Colfax website at www.villageofcolfaxwi.org /Employment and Bids for detailed job description. Send cover letter, resume, salary history and references and/or Village of Colfax job application to : Village of Colfax, P.O. Box 417, Colfax, WI 54730 or email to [deputyclerk@vi.colfax.wi.gov](mailto:deputyclerk@vi.colfax.wi.gov) by July 14th, 2025. Confidentiality must be requested by applicant and cannot be guaranteed for finalists.