



The Village of North Fond du Lac

...A Great Place to Live, Work & Play

Administrative Services

The Village Administrative Services include a variety of services that support the day to day operations of the Village. Staff positions that support these services are:

- Deputy Treasurer / HR Director
- Billing Clerk.
- Administrative Assistant

Services:

- Maintains financial records and financial accounting.
- Annual Financial audit coordination.
- Assists in annual budget preparation.
- Director of Human Resources / Payroll
- Utility Billing and Village invoicing.
- Payment reception.
- Pet licensing.
- Village facilities reservations and scheduling.
- Answers and re-directs resident questions.

Contacts:

- **Kris Ruch**
- Deputy Treasurer/HR Director
- Deputy Clerk
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- **Teresa Mielkie**
- Billing Clerk
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- **Laurie King**
- Administrative Assistant
- Deputy Clerk
- [Email - lking@nfdl.org](mailto:lking@nfdl.org)

- **Penny Schneider**
- Administrative Assistant
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- Village of NFDL
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- North Fond du Lac, WI
- 54937

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Office Hours:

- Monday - Friday
- 8:00 AM to 4:30 PM