



The Village of  
**North Fond du Lac**  
*...A Great Place to Live, Work & Play*

## **Finance-Treasurer**

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The primary duties of the Finance / Treasurer are budget preparation, bookkeeping, accounting, receipt & expenditure of municipal funds, payroll, and financial reporting activities.

### **Responsibilities:**

- Bookkeeping and accounting
- Budget preparation
- Capital Improvement Planning
- Processing Accounts Payable
- Reconcile Bank Statements
- Oversee and Maintain Cash Receipts
- Preparer Journal Entries
- Track Loans and Investments
- Monitor and Record Financial Records of Village Tax Incremental Districts
- Prepares Checks
- Prepares information and assists in audits relating to Financials, Funds, and Tax Incremental Districts

### **Contacts:**

- **Chuck Hornung**
- Treasurer
- Email - [kruch@nfdl.org](mailto:kruch@nfdl.org)
  
- **Kris Ruch**
- Deputy Treasurer
- Email - [tmielke@nfdl.org](mailto:tmielke@nfdl.org)
  
- Village of NFDL
- 16 Garfield St
- North Fond du Lac, WI 54937
  
- Phone: 920-929-3765
- Fax: 929-929-3964

### **Office Hours:**

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