

DEPUTY CLERK/TREASURER

The Town of Pleasant springs has an opening for a Deputy Clerk/Treasurer.

This position is currently a 30-hour position with hours of Monday through Thursday and Fridays off. Additional hours as needed, especially during tax collection time and elections. The current wage range for this position is \$19.00 to \$21.63 dependent upon knowledge and experience. Benefits pro-rated and offered through the Department of Employee Trust Funds. The purpose of this position is to provide statutory support and assistance to the Clerk/Treasurer, Town Board, and Plan Commission as needed, by performing various tasks, to include municipal accounting tasks, bank reconciliation, general ledgers, journal entry prep and posting, accounts receivable and accounts payable, assisting with administering elections and knowledge of the WisVote election administration system, assisting with the annual budget, municipal licensing, preparing minutes and agendas, record keeping, staff support to the Plan Commission, friendly customer service and support to include residents, Town Board, and Plan Commission. This position is fast paced and performs a variety of accounting, tax collecting, and functions as required by state statutes of the Clerk's and Treasurer's office, administrative office support functions including front line interaction with residents and customers. Must have a friendly and professional attitude, and professional employee conduct. This position requires attention to detail and the ability to multi-task along with quality customer service and team cooperation. Ability to work independently or in a team environment. The level of responsibility and hours may vary, especially during certain times of the year, for example, elections and tax time. The Deputy Clerk/Treasurer takes direction from, reports to, and fills in for the Clerk/Treasurer in her absence.

We offer a benefits package including participation in the Wisconsin Retirement System (WRS), pro-rated paid vacation, personal leave, sick leave, health, life, and dental insurance.

Preference may be given to applicants with relevant training and experience and / or certification from the Wisconsin Municipal Clerks Association.

Complete position description along with application are posted on the Town of Pleasant Springs website at: pleasantsprings.org. or you may contact the clerk's office at (608) 873-3063.

Application deadline is Monday, October 25, 2021 @ 4:00 p.m. Applications may be considered as they are received.

Please complete a resume and application and submit to:

Town of Pleasant Springs
Attn: Clerk/Treasurer
2354 County Rd N
Stoughton WI 53589
clerktreasurer@pleasantsprings.org