

Deputy Clerk/Treasurer Immediate Opening

The town of Oakland, in Jefferson County, has an immediate opening for a Deputy Clerk/Treasurer. This position is a 24 -27 hour per week position with typical hours Monday through Thursday 8:30 AM-2:30 PM. Some flexibility will be required to cover Fridays from 9AM-12 PM, during the Clerk/Treasurer's absence and with advance notice. Attendance at one regularly scheduled night meeting per month is required. The current wage range is \$17 - \$18 per hour or dependent upon qualifications and experience. This position will be enrolled in the Wisconsin Retirement System (WRS) and has sick and vacation time available on a pro-rated basis; no other benefits are offered.

The Deputy Clerk/Treasurer will provide statutory support and assistance to the Clerk/Treasurer, Town Board, and Plan Commission, by performing tasks including, but not limited to: accounting tasks, bank reconciliation, journal entry prep and posting, accounts receivable, accounts payable, property tax collection and balancing, weekly bank deposits, assisting with administration of elections and knowledge of the WisVote election administration system, licensing, preparing minutes and agendas, record keeping, and serving as staff support to the Plan Commission and all other duties assigned.

Successful candidates should possess an Associate Degree (Bachelor's Degree preferred in Political Science or Public Administration), and either be certified as a municipal clerk through WMCA or IIMC. If not certified, the ability to obtain certification is essential and will be supported by the town along with further continuing education and training. Prior experience in a municipal clerk's office is desired, but other municipal experience will be considered. The Deputy Clerk/Treasurer handles most financial responsibilities in the office, so being comfortable with numbers and government accounting is essential. Candidates should be flexible, cool under pressure and possess strong interpersonal skills to provide superior customer service to residents, Town Board, Plan Commission and co-workers. Must have a friendly and professional attitude.

Computer skills are critical and should include mastery of QuickBooks and Microsoft Office (Excel and Word especially). Candidates should be comfortable with using and learning new technology. This position requires attention to detail, the ability to multi-task, work independently and in a small team environment. The level of responsibility and hours will vary, especially during elections and tax time. The Deputy Clerk/Treasurer takes direction from, reports to, backs up and acts as the Clerk/Treasurer in his absence.

If you like to have fun, want to support a small group of exceptional employees and want to look forward to work every day, Oakland is the place for you.

The deadline for applications is July 5, 2019 at Noon. Please submit a resume, cover letter and four (4) references to:

Town of Oakland
Deputy Clerk/Treasurer Position
Attn: Chris Astrella, WCPC
N4450 County Road A
Cambridge, WI 53523
Or submit via email at: townhall@oaklandtown.com

The Town of Oakland is an Equal Opportunity Employer.