

Town of Burke
Notice of job opening
Deputy Treasurer/ Deputy Clerk

The Town of Burke is seeking candidates for a Deputy Treasurer/ Deputy Clerk. This position will be responsible for assisting the Town Administrator/Clerk/Treasurer and will focus on, but are not limited to accounting, accounts payable and receivable including journal entries, budgeting audit preparation, election administration support, licensing, customer service, website management, agenda and packet management and general staff support. Preferred candidates will have municipal government experience. In addition, strong governmental accounting, budget, Treasurer's Certification, a degree in accounting or finance and Quick Books Accounting software are plusses. Starting salary and benefits package is dependent on qualifications. Application and job description can be found on the Town Website: townofburke.com. Applications will be accepted until position is filled. Send application materials to Town of Burke, 5365 Rainer Rd, Madison, WI 53718 or via email to townofburke@frontier.com.