

Town of Burke
Notice of job opening
Part-Time (20-29 week)
Deputy Treasurer/ Deputy Clerk

The Town of Burke is seeking a detail oriented, conscientious, extremely accurate candidate for a Part-Time Deputy Treasurer/ Deputy Clerk position. This position performs payroll, accounts payable and receivable, journal entries, budgeting, audit preparation, yearend preparation of W-2's and 1099's, filing reports with proper entities in accordance with deadlines, and will serve in the capacity of a statutory Deputy Treasurer §60.341. This position will assist the Town Administrator/Clerk/Treasurer with election administration support, licensing, customer service, agenda and packet management and general staff support.

Preferred candidates will have municipal government experience. In addition, strong governmental accounting, budgeting, 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 Reiner Rd, Madison, WI 53718 or via email to Clerk@TownofBurke.com.