

**NOTICE OF JOB OPENING
TOWN OF SCOTT, BROWN COUNTY, WISCONSIN**

CLERK/TREASURER

The Town of Scott, Brown County, Wisconsin is accepting applications for a full-time salaried position of Clerk / Treasurer. The Town provides a full benefit package that includes Health Care and Retirement Benefits through the State of Wisconsin. Wages will be determined based on qualifications and experience.

This position is responsible for: Posting open meetings and maintaining municipal records including agendas and minutes, elections, taxation, licenses & permits, payroll, accounts receivable & payable, utility billing, overall financial management, and general office management. A working knowledge of word processing, spreadsheet use and accounting procedures is essential.

A complete job description is available on the Town's website at: <https://townofscott.com/>
Applications to include a cover letter and resume and to be submitted to the attention of:
Dave Cerny, Economic Development Coordinator at build@townofscottbrownwi.gov.
Position open until December 13, 2024, or until filled.