

TOWN TREASURER POSITION

The Town of Jackson in Washington County is seeking qualified applicants for the position of Town Treasurer. This is a part-time hourly position and is appointed by the Town Board.

The Town Treasurer duties include but are not limited to cash handling, receipting, dog licensing, transfer station permit collection and annual tax collection. The position will assist with other duties as assigned, such as elections, facility rentals and use agreements. The candidate must be bondable.

Prior experience with general bookkeeping is required. Strong computer skills with knowledge of Microsoft Word, QuickBooks and Excel are necessary.

Hourly rate is commensurate with qualifications and experience. Candidate must be bondable.

A complete application package and resume should be submitted **promptly**. To obtain an application and additional information contact Julia Oliver, Town Clerk, 3146 Division Road, Jackson, WI 53037. Phone number is 262-677-4048 and email address is clerk@town-jackson.com.