

APPLICATIONS WANTED TOWN OF FLORENCE **DEPUTY CLERK/TREASURER POSITION**

The Town of Florence, in Florence County, has an immediate opening for a Deputy Clerk/Treasurer. This position is considered full time and is a 35 hour per week position with typical hours Monday through Friday from 8:00 a.m. to 3:30 p.m. Occasional attendance at regularly scheduled board meetings may be required at night. Election Days may require longer hours as well. This position will be enrolled in the Wisconsin Retirement System and will earn sick and vacation time. Other benefits include paid holidays, participation health, dental, vision and life insurance eligible.

The Deputy Clerk/Treasurer will provide statutory support and assistance to the Clerk/Treasurer, and Town Board 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, bank deposits, assisting with administration of elections and knowledge of the WisVote election administration system, licensing, preparing minutes and agendas, record keeping, and all other duties assigned.

Successful candidates must possess a high school diploma or GED; an associate's or bachelor's degree is preferred. Prior experience in an office is desired, but other work experience will be considered. The Deputy Clerk/Treasurer handles some financial responsibilities in the office, so being comfortable with numbers and government accounting is a plus. Candidates should be flexible, cool under pressure and possess strong interpersonal skills to provide superior customer service to residents, Town Board, and co-workers. Must have a friendly and professional attitude.

Computer skills are critical and should include mastery of Microsoft Office (Excel and Word especially). Familiarity with QuickBooks and website maintenance is preferred. 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 their absence.

Other required items include a valid driver's license, pre-employment background check, pre-employment and random drug testing, confidentiality of Town information and business when required.

Applications can be picked up at the town office located at 749 Central Ave, Florence and are available on our website at www.townofflorencewisconsin.com. Please contact the Town of Florence Office with any questions at 715-528-3595.

Please submit an application, resume, cover letter, 3 references and application to:

By e-mail: jklumpp@florencewi.gov

By mail: Town of Florence
PO Box 247
Florence, WI 54121

In-person (after hours drop-off box is available):
Town of Florence Office
749 Central Ave
Florence, WI 54121