

The **TOWN OF MINONG** is Seeking Qualified Applicants
for the Position of

DEPUTY CLERK/TREASURER

**This will be 20-28 hours per week with partial benefits
(Some Flexibility with hours required)**

Qualifications must include the following: Experience with Quick Books, Microsoft Office (including Excel and Word), bookkeeping skills, filing, typing, strong communication and organizational skills, ability to multi-task, strong attention to detail and customer service skills.

Job duties include but are not limited to the following: Tax roll collections and balancing, accounting, elections, assisting with short term rental, liquor & dog licensing, answering phones, email, taking & transcribing minutes and some light housekeeping. Must be able to attend monthly evening meetings, and some out of town meetings and trainings.

**Call 715-466-5916 or Email townofminong@centurytel.net
with any questions regarding this position.**

**Send cover letter and resumé by July 23rd to:
Town of Minong
W7095 Nancy Lake Road
Minong, WI 54859**