

The **TOWN OF MINONG** is seeking qualified applicants for 20-24 hours per week **DEPUTY CLERK/TREASURER** position with partial benefits (Some flexibility with hours required)

Qualifications must include the following:

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

Job duties include but are not limited to the following:

Elections, tax roll preparation (levy, balancing, & collections) yearly audit, sort term rental, liquor & dog licensing, phone, email, taking & transcribing minutes and light housekeeping. Must be available to attend monthly evening meetings, 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 resume' to:

**Town of Minong
W7095 Nancy Lake Road
Minong, WI 54859**