

TOWN of OAKFIELD

Fond du Lac County, Wisconsin

Town Treasurer Position

The Town Treasurer is a part-time position elected by the residents of the Town to serve a two-year term.

The Town Treasurer works under the statutory authority of Section 60.34, Wisconsin Statutes.

Main job responsibilities include, but are not limited to the following:

- Receives and takes charge of all money belonging to the Town
- Conducts banking transactions and reconciliations for Town accounts
- Processes, reconciles and audits accounts payables and receivables and cash received
- Prepares monthly financial reports for the Town Board
- Co-signs checks
- Attends monthly meetings, annual meeting. Additional meetings may be required
- Retains all public records required by the Town, County, State or Federal regulations
- Issues dog licenses and maintains county licensing database
- Issues Letter of Specials Assessments
- Fulfills requests for information
- Collects taxes and inputs into County system
- Prepares and files required reports
- Work directly with the Board and Town Clerk
- Work with County Treasurer's Office

Skills necessary to do treasury work:

- Accounting skills
- Computer proficiency (internet, email, etc.)
- Document/Spreadsheet knowledge
- Good Communication skills
- Timely correspondence

Additional requirements:

- **Must be bondable**
- **Must be a resident of the Town of Oakfield**
- **Must be 18 yrs. of age or older**

Annual salary: \$5,600, plus meeting per diem and mileage

Interested parties should contact: the Town Chairperson at 920.517.3446 or the Town Clerk at townoakfield.wi.clerk@gmail.com or 920.517.6727

Posted: February 6, 2020