

# Full Time Clerk/Treasurer – Town of Fulton

**Deadline: December 6, 2021, 5:00 pm**

## **Position Objectives:**

Performs administrative and clerical work in conducting the daily business of the town including financial management and statutory clerk and treasurer functions. Prepares annual budget. Handles correspondence on behalf of the town, and executes assignments given by the Chairman and town board. Has official responsibility for accounting of all receipts and disbursements of town funds. Has responsibility of water utility accounting/billing. Prepares and maintains a variety of financial records. Responsibilities include record management, the recording and reporting of all town proceedings and documents, licensing and permits, as well as the handling of all federal, state, and local elections taking place within the town. Works under general supervision of the Chairman and town board.

## **Duties and Responsibilities:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily, be able to prioritize, and work independently. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be certified within 3-5 years. Attendance of monthly evening board meetings and occasional additional evenings required.

## **Minimum Requirements:**

The qualifications for this position include at minimum a high school diploma or equivalent, vocational/technical training and two to three years of related work experience preferably in local government. Experience with Microsoft Office products and QuickBooks software is a plus.

## **Wages/Benefits:**

\$45,000-\$55,000 Annually. Full time. Salary based on experience and qualifications. We offer an excellent and competitive benefits package including participation in WRS, health, dental, income continuation insurance, deferred comp. and life insurance, in addition to paid vacation, and sick time.

## **More Information:**

Application and full job description can be found on the town website [www.townoffulton.wi.gov](http://www.townoffulton.wi.gov)  
**Applications must include a cover letter and resume** . Mail, drop off, or email your cover letter, resume, application, and three professional references to:

Town of Fulton  
2738 W Fulton Center Dr.  
Edgerton, WI 53534  
[fultonclerk@townoffulton.wi.gov](mailto:fultonclerk@townoffulton.wi.gov)

The Town of Fulton is an Equal Opportunity Employer.  
Go to [www.townoffulton.wi.gov](http://www.townoffulton.wi.gov) to download application, and full job description.