

TOWN OF LITTLE SUAMICO



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Advertisement/Posting

Town of Little Suamico seeks Clerk-Treasurer

The Town of Little Suamico (population 5,460), Southern Oconto County, is accepting applications for a Full-time Clerk-Treasurer. The Clerk-Treasurer acts as the primary public contact at Town Hall and performs routine clerical, customer service, administrative and data processing work in accounts payable/receivable, licensing, election administration, meeting preparation and follow up, and tax collection. The ideal candidate will have the ability to work both individually and cooperatively in a professional, small office environment. Excellent communication and organizational skills and numbers proficiency are essential. Graduation from an accredited high school and experience working in accounting, Quick Books, Microsoft Word and Excel, able to have a flexible work schedule, and the ability to be bonded. Prior municipal experience is desired. A starting pay range of \$30,000-\$35,000 and benefits DOQ and eligibility. A complete job description, qualifications and application requirements are available at www.townoflittlesuamico.com.

Submit cover letter, resume and application to Nikki Tolzman by Friday, November 13, 2020 via email at lsclerk@bayland.net or via mail at 5964-A Cty Rd S, Sobieski WI 54171.