

## **Town Clerk/Treasurer Position**

The Town of Eastman, located in Crawford County, Wisconsin, is seeking a qualified individual for the newly created position of Town Clerk/Treasurer. The ideal candidate will have working knowledge of Microsoft Excel, Microsoft Word, and QuickBooks. The person shall have a command of the English language being able to communicate efficiently and effectively. Further, candidate must be computer literate and have a flexible schedule. This monthly compensated position has no set work hours however one must be self-motivated and able to meet deadlines. Duties include, but are not limited to: taking of minutes, monthly payroll & expenditures preparation, election set up, annual report completion, update/maintain Town website, post meetings & agendas, assist in annual budget preparation, report budget performance to the Board, handling of annual liquor licenses, completion of government paperwork and on-line form completion, monthly Treasurer's report to the Board, and tax collection. Town provides an office & laptop with printer. To apply, send resume with contact information to [boardmembers@townofeastman.com](mailto:boardmembers@townofeastman.com) or U.S. mail to Town of Eastman, P.O. Box 142, Eastman, Wisconsin 54626. Application Deadline: January 31, 2017.