Town of Kewaskum, Washington County, Wisconsin

Town Treasurer

The Town of Kewaskum is a picturesque town in Washington County with about 1,000 residents. It is known for its small-town charm, natural beauty, and dedicated community. Nestled in the Kettle Moraine region, it offers stunning landscapes, outdoor activities, and annual events that celebrate its rich history and vibrant culture.

The Town Board is accepting applications for a part-time Town Treasurer for a one-year term with the ability to extend the term, starting in April 2027. Under the supervision of the Town Chairperson and the Town Board, the Town Treasurer is responsible for working in conjunction with the Town Clerk to manage the Town's finances and tax collection as required by State Statutes.

Job Duties Include:

- Provide requested financial documentation and answer Board's questions during Town Meetings
- Actively participate in annual budget preparation
- Reconcile monthly bank statements and handle all deposits
- Manage a set of financial records, expenses and revenues, verifying payments made by Town; maintain records used to audit financial records kept by Town Clerk
- Work with Washington County to process taxes, dog licenses, settlements, and refunds in a timely manner
- Provide financial guidance to Town Board and answer questions from Town residents and businesses

Qualifications:

- General knowledge of accounting principles
- Familiar with MS Office and financial software
- Prior municipal government finance experience preferred

More Information:

Initial training and continual education may be required. All training will be paid for by the Town of Kewaskum. Federal mileage rate will be paid for travel to trainings.

Annual Salary for this position is: $10,000 - $15,000 based on experience

Time commitment per week will vary between 5-20 hours based on monthly activities. Hours are flexible; however, must include attendance at Town Board Meetings.

Resumes and Cover Letters can be submitted to the Town of Kewaskum at: clerk@townofkewaskumwi.gov

Review of applications will begin on February 23, 2027, at 7:00 p.m. during the Town Board Meeting.