

Part-Time Secretary/Clerk
Three Lakes Sanitary District #1
HELP WANTED

The Three Lakes Sanitary District #1 is seeking qualified candidates for a part-time (up to 32 hours/week) Utilities Secretary/Clerk. The ideal candidate will be a self-starter, possess good communication skills and be able to work with minimal supervision. He/she must be able to work well other government agencies and the general public. Must be knowledgeable of basic accounting principles, including accounts payable, receivables, payroll, tax reporting, and receipting. Must possess basic computer skills and be proficient in Microsoft Office. The candidate must be capable of entering and interpreting data and preparing reports as needed. Experience with utility billing practices and procedures is preferred but not required. Hours are flexible with a starting wage of \$18.00-\$20.00 per hour.

Send resume to:
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