

TOWN OF LA POINTE VACANCY

Treasurer

The Town Board seeks applicants from which to select and appoint a Town Treasurer for the remainder of the elected term, which ends on April 15, 2025. The Treasurer must maintain a voting residence in La Pointe.

Position: Part-time position (flexible schedule)

Start Date: To be determined

Job Summary: The Treasurer works with the Town's accounting staff to maintain bank accounts and financial records, and to track and deposit all cash, checks, donations and other money received by the Town. This includes loans and the semi-annual payment and disbursement of property taxes.

Requirements: A combination of education, training, and/or experience that provides the knowledge, math abilities, and other organizational skills necessary to perform the job satisfactorily. Excellent attention to detail. Ability to prioritize and self-direct work. Willingness to learn and work within Workhorse municipal accounting software.

Salary: \$907.50/month (established by Town voters); translates to \$10,890/year.

Other: The position requires working for extended periods at a desk and with a computer; a comfort level working with large volumes of cash and checks; the ability to communicate effectively by phone, email and face-to-face; and a responsive and problem-solving approach. Background check required. The appointee must be bondable.

Initial Deadline for Applications: Until the position is filled

Please submit letter of interest, resume or similar documents detailing your qualifications to:
Clerk, Town Hall, 240 Big Bay Road, PO Box 270, La Pointe, WI 54850 or
clerk@townoflapointewi.gov

The Town of La Pointe is an Equal Opportunity Employer