

**DEPUTY CLERK/TREASURER POSITION  
TOWN OF BURKE**

The Town of Burke (population 3,300), Dane County, is seeking a qualified individual to fill the full-time position of Deputy Clerk/Treasurer. Under the direction of the Administrator/Clerk/Treasurer, the responsibilities include greeting visitors, answering the phone, accounts payable, cash receipts, processing payroll, assist with election management, issuing licenses, meeting minutes, tax collection, maintaining Town records and other duties of government. This position will serve as back up to the Administrator/Clerk/Treasurer as needed. .

The minimum requirements include a high school diploma or GED, an Associate's Degree in Accounting or related field and two years of relevant and applicable experience; or any equivalent combination of training and experience which proves the desired knowledge, skills and abilities. Individual must be able to communicate effectively, comprehend and interpret State Statutes and Town ordinances, follow verbal and written instructions, multi-task and work independently. Individuals must have working knowledge of personal computers and software including but not limited to: Microsoft Word, Excel, Outlook and Publisher. Experience with QuickBooks is a plus.

Wages will be based upon qualifications and experience. The Town of Burke offers a benefit package including participation in the Wisconsin Retirement System (WRS), health insurance, life insurance, dental insurance, holidays and vacation.

Please submit your resume and a letter of interest including salary requirements to the Town of Burke, 5365 Reiner Road, Madison, WI 53718, Attention: Brenda Ayers, or email to: [townofburke@frontier.com](mailto:townofburke@frontier.com). Your letter and resume must be received by 4 p.m. on October 30, 2015.

For a complete job description, visit the Town website at [www.townofburke.com](http://www.townofburke.com) or send email requesting a copy to [townofburke@frontier.com](mailto:townofburke@frontier.com).

The Town of Burke is an equal opportunity employer.