**Town of Burke**

**Notice of Job Opening**

**Part-Time (25-35 hrs week)**

**or Full-Time (40 hrs week)**

**Deputy Treasurer/ Deputy Clerk**

The Town of Burke is seeking a detail oriented, conscientious, extremely accurate candidate for the Deputy Treasurer/ Deputy Clerk position. This position performs accounts payable and receivable, journal entries, budgeting, audit preparation, yearend preparation of W-2’s and 1099’s, filing reports with proper entities in accordance with deadlines, and will serve in the capacity of a statutory Deputy Treasurer §60.341. This position will assist the Town Administrator/Clerk/Treasurer with election administration support, licensing, customer service, agenda and packet management and general staff support. This position is advertised as either part-time or full-time depending on the applicant and their experience.

Preferred candidates will have municipal government experience. In addition, governmental accounting, budgeting, and Desktop Quick Books accounting software are benefits.

Starting salary and benefits package is dependent on qualifications. Application and job description can be found on the Town Website: townofburke.com.

Applications will be accepted until position is filled. Send application materials to Town of Burke Attention: PJ, 5365 Reiner Rd, Madison, WI 53718 or via email to Clerk@TownofBurke.com.