

# TOWN OF BRIGHAM

## Clerk/Treasurer

The Town of Brigham, Iowa County (population 1,074), is currently seeking qualified candidates for a full-time Clerk/Treasurer. This individual will work collaboratively with Town staff, elected officials, and the community to continue the success the Town has experienced.

### Duties & Responsibilities

Some essential duties & responsibilities include:

- Agenda and meeting preparation and recording of official meeting minutes
- Processing bi-weekly and quarterly payroll
- Managing accounts payable and accounts receivable
- Administration of elections, grants, licenses, and property taxes
- Preparation and management of the Town's budget
- Website management
- All statutorily required duties of the Clerk/Treasurer

Attendance outside of normal office hours is required for effective management of meetings and elections.

### Qualifications

The candidate must possess a high level of integrity, leadership, and problem-solving skills, as well as a commitment to public service. The candidate must be bondable.

A well-qualified candidate for this key position will have knowledge and experience in the operation of municipal government, including a strong government accounting background and knowledge of statutory duties related to the Clerk/Treasurer's office, and well as the WCMC certification or have a willingness to obtain.

### Compensation & Benefits

Salary is dependent on candidate qualifications.

This full-time position is eligible for benefits, including WRS retirement, health, dental, and life insurances, and vacation and sick time.

### Application Instructions

Interested candidates are encouraged to submit a cover letter, resume, credentials, and salary requirements, along with three (3) professional references via email to [office@tn.brigham.wi.gov](mailto:office@tn.brigham.wi.gov) or via mail to the following:

Town of Brigham  
Attn: Clerk/Treasurer Position  
407 E County Road ID  
Barneveld, WI 53507

The first review of applications will be Friday, April 4, 2025. This position will remain open until it is filled.