

NOW HIRING OFFICE POSITION TOWN TREASURER

The Town of Clyman is Seeking a candidate for the position of Town Treasurer.

Our town thrives when its finances are managed with integrity, transparency, and foresight. We are committed to responsible stewardship of public funds, ensuring every dollar is used to strengthen our community's future.

The Impact You'll Make

As Town Treasurer, you will be the guardian of our community's financial health. Your work will directly support essential services, infrastructure projects, and the long-term prosperity of our residents.

What You'll Do

Under **Wisconsin Statutes § 60.34**, the town treasurer has several key responsibilities to ensure the proper handling of town finances and compliance with state law.

1. Receiving and Disbursing Town Money

- Receive and take charge of all money belonging to the town or required by law to be paid into the town treasury.
- Disburse funds only under the written order of the town board or as authorized by law.
- Keep an **itemized account** of all receipts and disbursements, noting the source, payee, and purpose.
- Issue **numbered receipts** for all funds received.
- Present account books and supporting documents to the town board upon request.

2. Deposit of Town Money

- Deposit all town funds as soon as practicable into the **public depository** designated by the town board.
- Failure to comply with this requirement is grounds for removal from office.
- Interest earned on deposited funds must be paid into the town treasury.

3. Recordkeeping

- Comply with the recordkeeping requirements in **subchapter II of chapter 19** for records of which the treasurer is the legal custodian.

4. Tax Duties

- Perform all duties related to taxation required of the town treasurer under **chapters 70–79** of the Wisconsin Statutes.
 1. Assisting in Preparation of Tax Bills
 2. Mailing Tax Bills
 3. Collecting Taxes and printing receipts
 4. Preparing all necessary reports for local and county

5. Other Related Responsibilities

- Assist in preparation of Town budget. (could be under #5)

6. Time Required

- This is a part-time job requiring an estimated 8-10 hours per month during non-tax season. Longer hours will be required during tax season (December, January, and February)

The Treasurer must be Bondable per State Statute 60.31(2). Position requires a bond for the amount of the Taxes collected for State and County portion or amount set by Town Board.

If interested please contact the Town of Clyman Clerk to obtain an application to be filled out and returned. Deadline for applications is August 22, 2026

By order of the Town of Clyman Board