

## Job Posting

### **Clerk – Treasurer Ravenna Township – Dakota County**

Part-time clerk/treasurer position that can be remote or work in town hall.

#### Qualifications and Skills:

- Ability to represent the Town in a professional, courteous, and efficient manner
- Excellent organizational skills
- Entry level accounting skills
- Knowledgeable in Microsoft Office applications
- Experience in elections processes
- Ability to manage multiple tasks and meet deadlines

Rate of pay \$ 25-\$35 per hour depending on qualifications

A full position description is available upon request at [clerk@ravennatownshipmn.com](mailto:clerk@ravennatownshipmn.com)

Send resume to:

[clerk@ravennatownshipmn.com](mailto:clerk@ravennatownshipmn.com)

or Ravenna Township – 20425 Red Wing Blvd – Hastings, MN 55033