Employment Opportunity: Town Clerk/Treasurer

Town of Phelps, Vilas County, WI

Posted: October 15, 2026 **Published:** October 21, 2026

First Review Date of Applications: November 10, 2026

Position: Town Clerk/Treasurer

The Town of Phelps is accepting applications for the appointed position of Town Clerk/Treasurer. Town residency is preferred but not required. The selected candidate will be appointed by the Town Board at a properly noticed meeting after accepting an offer of employment.

Key Responsibilities:

The Clerk/Treasurer works closely with the Town Board and department heads and receives support from the Deputy Clerk. Responsibilities include, but are not limited to, meeting notices, attendance, and preparation; records management as the Town's official records custodian; website management; election administration; licenses and permits; accounts payable and receivable; payroll and related reporting; banking and monthly account reconciliation; debt management; report preparation; annual budget support; tax bill preparation, collection, and settlement; assistance with the annual audit; required state and federal reporting; and service to the public and others by phone and email.

Qualifications and Training:

The successful candidate must be reliable, self-directed, and able to prioritize varied responsibilities in a fast-paced environment. Knowledge of municipal government is preferred but not required. The candidate must also demonstrate a willingness to learn and attend training, including obtaining the required WisVote certification, and provide courteous, helpful service to the public. Strong computer, financial, and accounting skills are required, including proficiency with QuickBooks, Excel, and Word. Training will be provided by the current Clerk/Treasurer and others as needed.

Compensation and Benefits:

Salary will be commensurate with experience, and a probationary period may apply. Benefits include insurance and enrollment in the Wisconsin Retirement System.

Application Instructions:

For first consideration, submit a letter of interest, an employment application or resume, and three professional references by November 10, 2026, to Town of Phelps, PO Box 157, Phelps, WI 54554, or by email to townclerk@phelpswi.gov. Applications will continue to be accepted until the position is filled.

An employment application is available on the Town website at phelpswi.gov.

The selected candidate will be required to successfully complete a background check.

The Town of Phelps is an Equal Opportunity Employer.