

Town of Friendship Clerk Position Opening

Job Title:	Town Clerk	Job Category:	Administrative
Department/Group:	Municipal – Town of Friendship	Position Type:	Part time
Location:	Van Dyne		20-30 hrs per week
Level/Salary Range:	Based on experience		
Date Posted:	April 20, 2024		
Applications Accepted By:			
Email: townc.friendship@gmail.com Phone: 920-517-2526			
Job Description			
<p><u>TOWN OF FRIENDSHIP CLERK</u></p> <p>The town clerk is responsible for the statutory duties 60.33 of the Town Clerk position including:</p> <p>Managing elections- daily financial transactions-managing calls and emails from residents and governing bodies- proficient in Microsoft Word-Excel and Outlook- attend monthly meetings-record all meeting minutes and post on town website- manage all bills on a monthly basis- process town payroll- work with Dept. of Revenue reporting systems-work with FDL County for zoning processes- and manage all licenses and permits required by Town Ordinances.</p> <p><u>QUALIFICATIONS:</u></p> <p>PROFICIENT WITH GMAIL/OUTLOOK</p> <p>KNOWLEDGEABLE OF MICROSOFT WORD, EXCEL</p> <p>QUICK BOOKS – BILL PAY AND PAYROLL PROCESSING</p> <p>SOME ACCOUNTING KNOWLEDGE BENEFICIAL</p>			
Reviewed By:	Name	Date:	Date