

Town of Nasewaupee
Door County
Sturgeon Bay, WI 54235



**Town of Nasewaupee Job Openings:
Part Time Clerk Position
and
Part Time Treasurer Position**

The Town of Nasewaupee is seeking applicants for two part time, separate, positions – Town Clerk and Town Treasurer. Both positions are salaried positions. Start date: On or before April 18, 2023.

Complete job descriptions for each position can be obtained by email request sent to clerk@townofnasewaupee.wi.gov or by calling the town office at 920-495-0920.

Qualifications for Clerk Position:

1. Education:

- High School Diploma or GED required.
- Associate's or Bachelor's Degree in Business, Office Administration OR training and experience that provides skills and abilities of office administration

**2. Valid Wisconsin Driver's License and ability to provide own transportation.
Must be bondable.**

3. Experience:

- Three to five years of experience in local government or business in an administrative capacity.
- Experience in financial management, budget preparation, accounting, or administration preferred.
- Knowledge of general government organization, management, and procedures preferred.
- Working knowledge and proficiency with Microsoft Word and Excel required. Working knowledge of QuickBooks accounting software a plus.
- Working knowledge of internet navigation and research, web site administration, communication standards, and technology standards.

- Knowledge in governmental operations and familiarity with federal, state, and local regulations as they pertain to the operation of the Town Clerk's office. Knowledge of Town Ordinances relative to the position.
- Strong listening, verbal and written communication and organizational skills
- Strong attention to detail
- Independent decision-making skills

Qualifications for **Treasurer** Position:

1. Education:

- High School Diploma or GED equivalent required.

2. Valid Wisconsin Driver's License and ability to provide own transportation. Must be bondable.

3. Experience:

- Financial/Budgeting experience in a business setting
- Experience in municipal accounting is preferred
- Strong listening, verbal and written communication and organizational skills
- Strong attention to detail
- Demonstrated ability to read and understand legal documents and directives
- Proficient in QuickBooks accounting software
- Proficient in Microsoft Office Applications
- Ability to learn the municipal collections software

If interested in either position please submit a current resume with a cover letter summarizing experience, along with contact information for three work related references, and indicate which position you are submitting the resume for, to:

Jill M. Lau, Town Clerk
Town of Nasewaupée
4009 Park Dr
Sturgeon Bay, WI 54235