
Town of Kennan

Town Clerk/Deputy Clerk Position

Full Description

Finance & Administration

- ✓ Process town payroll and accounts payable accurately and on schedule
- ✓ Conduct routine banking transactions and monthly account reconciliations
- ✓ Maintain authorized Town bank accounts and signature cards
- ✓ Co-sign checks and assist with internal fiscal controls
- ✓ Preparation, tracking, and maintenance of the annual Town budget
- ✓ Maintain organized, accurate financial records in compliance with Wisconsin Statutes
- ✓ Complete Form CT (Municipal Financial Report) annually

Clerk & Board Support

- ✓ Attend monthly evening Town Board meetings and other meetings as directed
- ✓ Prepare, post, and file meeting agendas and legally required notices
- ✓ Take meeting minutes and ensure timely posting and retention
- ✓ Respond to public inquiries and Title Company record requests
- ✓ Maintain the official Town website and required postings

Elections & Records

- ✓ Manage election administration in accordance with Wisconsin election laws
- ✓ Complete minimum of 6 hours of election training per two year term
- ✓ Retain and manage all public records as required by Wisconsin Statutes and applicable regulations
- ✓ Ensure confidentiality and integrity of sensitive records
- ✓ As a WisVote Self-Provider, utilize the state election system to enter all election records

General & Statutory Responsibilities

- ✓ Take and file the official oath and bond as required under Wis. Stat. §60.31
- ✓ Work collaboratively with the Town Board, Treasurer, and other Town officials
- ✓ Utilize TownHall Municipal Accounting Software and Microsoft Office tools
- ✓ Perform other duties as assigned by the Town Board

Term Structure-Appointed position with two six-month terms:

- ✓ April 1 – September 30
- ✓ October 1 – March 31

Qualifications:

- ✓ Must be bondable
- ✓ Have experience with computers and Microsoft Office (Outlook/Excel/Word)
- ✓ Possess professional and respectful customer-service skills
- ✓ Have ability to work productively with a wide variety of people in multiple situations
- ✓ Have listening, verbal, written communication and organizational skills
- ✓ Strong attention to detail and organizational skills
- ✓ Integrity driven and maintain confidentiality where required
- ✓ The Town Clerk will be required to take and file the official oath and bond as provided in section 60.31 WI Statutes