

Employment Opportunity

Town of Land O' Lakes

Town Clerk/Treasurer

Date Posted: September 1st, 2026 **Deadline:** September 23rd, 2026

Position Objectives:

The Town of Land O' Lakes, Vilas County Wisconsin is seeking a detail-oriented, conscientious, self-motivated candidate for the Clerk/Treasurer position. This is an elected position, and the candidate will be appointed in October to complete the remainder of the term. The candidate appointed to the Clerk/Treasurer position must run for election in April of 2027 to remain in this seat.

Duties and Responsibilities:

The duties include coordinating preparation of the annual budget, managing the tax collection and settlement process, maintaining all financial accounting and records, administering accounts payable and receivable functions, overseeing payroll and debt service functions, managing the annual audit process, election administration, attending all town board meetings and assisting the public. This position may require up to 40 hours of work per week, with some evening hours necessary.

Training and Experience:

Preferred candidates will have considerable accounting/bookkeeping experience and computer knowledge for various programs including Microsoft Word, Excel and QuickBooks desktop.

Benefits:

Salary \$60,000 per year, health, dental, life insurance and Wisconsin retirement.

More Information:

An employment application is available on the town website at landolakeswi.gov

Send a letter of interest and application or resume to Town of Land O' Lakes, PO Box 660, Land O' Lakes WI 54540 or email clerk@landolakeswi.gov by September 23, 2026.

The Town of Land O' Lakes is an Equal Opportunity Employer