

## **Clerk/Treasurer – Town of Cato**

The Town of Cato, Manitowoc County, is seeking a career-orientated individual to work as Clerk/Treasurer. This position is the primary contact at the Town Hall and performs but not limited to routine clerical duties, customer service, election administration, data processing in accounts payable and receivable, licensing/permitting, property tax preparation and collecting, record retention just to name a few. This position primarily works independently; therefore, a motivated self-starter is a must. Excellent communication and organizational skills, and numerical proficiency are essential. Candidates with a strong accounting background are encouraged to apply. Knowledge of an Accounting program is beneficial. This position is approximately 20 plus hours a week, depending on the time of year, with some evening hours for night meetings will be required. Once hired, the applicant must be able to be bonded and insured. Wages will be determined depending upon qualifications. This position will begin as a Deputy/Clerk/Treasurer to an appointed Clerk/Treasurer as of April 2025.

To apply, please send a cover letter and resume to the Town of Cato at 2805 N. CTH-S, Reedsville, WI 54230. Please email to [Muench@pitnet.net](mailto:Muench@pitnet.net) or call 920-732-3615 for complete description of position. Deadline to submit is June 17, 2024.