

Deputy Clerk/Treasurer

The Town of Rhine (population 2,149) is seeking applicants for a flexible, part-time Deputy Clerk/Treasurer position. This position will be responsible for assisting the Clerk/Treasurer with a variety of essential functions related to municipal government. Duties include but are not limited to: customer service, assisting with elections, tax collection, dog licensing, AP/AR, maintaining the Town's website and newsletter, and taking minutes at Town meetings. Must have attention to detail and the ability to prioritize and manage multiple tasks. Previous office and accounting experience is a plus. Starting salary is dependent on qualifications. Contact Amy Weber for more information at 920-876-3413 and/or submit cover letter, application and salary requirements to clerk@tn.rhine.wi.gov or by mail to W5250 County Road FF, Elkhart Lake, WI 53020. Applications will be accepted until the position is filled.