

The Town of Rock, Wood County, WI is seeking to fill the position of Town Treasurer.

A successful candidate must be willing and able to perform the statutory duties of Town Treasurer as provided in section 60.34, Wis. Stats. and other related statutes, as well as the duties contained in Town ordinances, resolutions and policies that may be enacted by the Town Board or Town meeting. The position is a three-year term commencing April 16, 2019 with an annual salary of \$6,050.00.

The Treasurer maintains the Town's Financial system, administers Town finances and maintains records in compliance with federal and state statutes as well and Wood County and Town ordinances. The responsibilities of the Treasurer are listed below:

- Direct, coordinate and supervise the financial activities for the Town of Rock
- Keep an itemized account of all monies received and disbursed by the Town
- Deposit as soon as practicable, the funds of the Town in the name of the Town in the public depository designated by the Town
- Manage the loans and bonds as authorized by the Town
- Conduct banking transactions and reconciliations for Town accounts
- Co-sign checks for all funds disbursed
- Maintain a system of control to ensure that expenditures do not exceed appropriations
- Process accounts payable in cooperation with the Town Clerk
- Prepare a report for each regular Town Board meeting showing invoices and checks issued for payment.
- Perform all tax collection duties required of the Treasurer under Chapters 70-79
- Collect tax payments, refund over payments of taxes, balance tax collections and prepare tax collections reports.
- Make partial and final settlement of State, County, school and vocational school taxes.
- The Treasurer is expected to attend all regular Town Board meetings, held the second Thursday of each month at 7:00 p.m., and the Annual Town Meeting typically held on the evening of the third Tuesday of April.

Submit resumes to Town of Rock, c/o Jill Wrensch Clerk, 10166 MacArthur Dr, Marshfield, WI 54449 or by email at townofrockclerk@gmail.com. Resumes must be postmarked by April 6, 2019. The position will be appointed at Town of Rock Hall on Thursday, April 11, 2019. Contact Pete Winistorfer, Chairman 715-937-4858 if any questions.