

Clerk for the Town of Greenfield, La Crosse County Job Description

Summary:

The following job description outlines the position of Clerk for the Town of Greenfield in La Crosse County. Average work week consists of 20-25 hours of work, which vary depending on the time of year. This position requires various skills and flexibility. In addition to the responsibilities listed below, this position occasionally works with the St. Joseph Sanitary District and deals with FEMA and WEM claims. If you are interested in this position, please submit a cover letter and resume to: Town of Greenfield, La Crosse County, attn. Tom Jacobs, N1800 Town Hall Road, La Crosse, WI 54601 or email chair@townofgreenfieldwi.org (if sending by email, please send in PDF format) **by JUNE 7, 2021**. Please call Tom at 608-797-9123 with any questions.

Responsibilities:

- Attends, notices, and takes minutes at all town and emergency meetings for the town.
- Writes out all checks prior to board meetings.
- Compiling financial report, the budget, the mill rate and property tax information.
- Files reports for Recycle Center.
- Files forms required by the WI Dept. of Revenue.
- Is responsible for all things to do with the elections.
- Complete absentee ballots and the absentee log required by the county.
- Take care of all liquor / tobacco / mobile home park licenses within the township.
- Complete annual financial report, the budget, the mill rate, and property tax information.
- Handle daily office functions such as emails, phone calls, filing, etc.

Qualifications/Abilities:

- Book keeping / accounting knowledge required
- Basic knowledge of quarterly and annual reports, payroll, and payroll taxes required
- QuickBooks software experience preferred
- Ability to drive and have reliable transportation

Wisconsin State Statutes:

The duties of a town clerk may also be found in section 60.33 in the WI State Statutes.

This job description is not intended to encompass every job duty or responsibility, but is only illustrative. This position is required to perform other duties as may be assigned or required.