

ASSISTANT CITY CLERK/TREASURER

The City of Shullsburg is seeking qualified applicants to fill the Assistant City Clerk/Treasurer position. Applicants should have strong typing, interpersonal, communication, leadership, accounting, banking and computer skills. Full-time with wages commensurate with experience. Specific job duties include assisting the City Clerk/Treasurer in a variety of duties, including: billing for electric, water and sewer utilities; administration of payroll and benefit programs; taking minutes for meetings; preparing meeting notices and supporting documentation; maintaining the ordinance codification system; elections and licensing; administration of property, liability and workers compensation insurance; preparation of and execution of departmental budgets; accounts receivable and accounts payable; and management of special projects assigned. Associate degree in Accounting preferred, but experience will be considered. A complete job description is available at the City Clerk/Treasurer's office. This is a non union position.

To be considered, a resume must be submitted to the City Clerk/Treasurer by 5:00 p.m. Friday May 30, 2008. Please write "Assistant City Clerk/Treasurer" on the outside of the envelope.

Send resume to:

City of Shullsburg
P. O. Box 580
190 N Judgement Street
Shullsburg WI 53886
Attn: Marsha Einsweiler

If you have any questions contact the City Clerk/Treasurer at (608) 965-4424 ext. 221 or m.einsweiler@cityofshullsburg.org

The City of Shullsburg does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services, programs or activities.