TOWN OF OSCEOLA **Mailing Address:**

W1476 County Road F W2170 Hickory Hills Court

CAMPBELLSPORT, WI 53010 Campbellsport, WI 53010

The Town of Osceola Treasurer position is currently vacant. The Town is accepting resumes for consideration to appoint a replacement to fill this two-year elected position.

* 1. Job Qualifications: Basic computer skills including familiarity with Microsoft and QuickBooks, accounting skills preferred, and availability during tax collection season (December through January).
	2. Job Description: Business Bookkeeping: assets vs. expense, income tax preparation, banking, collecting revenues for dog licensing tags, processing title assessments, acute attention to details, and good communication skills with coworkers and residents of the township.
	3. Position Requirements: Must be an eligible Voting Member within the Town of Osceola and willing to fill the elected two-year term from May 1, 2021 through April 18, 2023, submit to a thorough background check, and appear for an interview if requested.
	4. Application: Submit resumes to clerk via email—kwege@townofosceola.org, USPS mail—W2170 Hickory Hills Ct, Campbellsport, or in-person by appointment only (920-979-8651) at Osceola Town Hall—W1476 County Road F, Campbellsport, by 5:00 p.m. on April 30, 2021.

Kay Wege, Clerk

 Posted 4-14-2021