

# Town of Jacksonport

## Part/Full Time Position

The Town of Jacksonport is seeking applications for the part/full time position of Town Clerk/Treasurer. Average 30-40 hour workweek. Salary plus meeting per-diems.

A complete job description can be obtained by calling the town office at 920-823-8136 or by e-mail request sent to [jtownclerk@jportfd.com](mailto:jtownclerk@jportfd.com),

### Qualifications:

A) Education: Associate degree in business, human resources, or accounting OR comparable work experience in one of these areas is required.

B) Valid Wisconsin Driver's License. Must be bondable.

### C) Experience:

- Three to five years of experience in financial management, budget preparation, accounting, personnel, or administration.
- Working knowledge of government budgeting, finance, public relations preferred.
- Strong oral and written communications skills.
- Working knowledge and proficiency with Microsoft Word and Excel required. Working knowledge of QuickBooks a plus.
- Government experience a plus.

Please submit a current resume with a cover letter summarizing experience, along with the contact information for three work related references to:

Theresa Cain-Bieri, Town Clerk  
Town of Jacksonport  
3365 CTY V  
Sturgeon Bay, WI 54235

Chairperson: Randy Halstead  
Clerk: Eileen Pounds/ Theresa Cain-Bieri

\_\_\_\_ Jacksonport Town Hall / Fire Station  
\_\_\_\_ <http://www.jacksonport.org>