

The Town of McMillan is currently accepting resumes for the positions of Municipal Town Clerk and Municipal Town Treasurer.

MUNICIPAL CLERK: This position is an Appointed Clerk, and is responsible for Governmental Statutory duties including town finances, payroll, elections, notices, record keeping, clerical and administrative duties. We expect candidates to be dependable, be able to perform duties with limited supervision, possess a high degree of integrity, and have organizational skills. Knowledge of Microsoft Suite, the Internet and Quick Books are a requirement to perform these duties. This is a part time position, limited to 24 hours a week. Please mail your resume and cover letter to "Town of McMillan Clerk", M403 Elm Street, Marshfield, WI 54449 or email to townclerk@townofmcmillan.com by Thursday, March 15, 2018.

MUNICIPAL TREASURER: Receive and disburse town money. Keep financial records, collect taxes and issue dog licenses. Work closely with the Town Clerk for reconciliation of all accounts. Computer skills necessary to maintain financial records and preferred background of business and accounting. This is a part time position. Please mail your resume and cover letter to "Town of McMillan Clerk", M403 Elm Street, Marshfield, WI 54449 or email to townclerk@townofmcmillan.com by Thursday, March 15, 2018