

Town of Linn, WI, Deputy Administrator-Treasurer Opening Announcement:

The Town of Linn, Walworth County, WI, is accepting applications for a Part-Time Town Deputy Administrator-Treasurer

The pay rate is between \$25 - \$35/hour depending on qualifications. This position is non-exempt.

Weekly work hours and schedule will vary. The position is expected to work over 20 hours per week during tax season (mid-December until mid-February). The maximum annual work hours are 1,100.

Description: This position is responsible for assisting with the collection of taxes, disbursement and deposits of Town money, bank statement reconciliations, coordination of room tax collection and reporting, preparing special charges, invoicing, financial reporting, financial policies, tracking boat launch and slip payments; assisting with the annual budget process, grant applications and requirements, preparing items for the town board, coordinating meeting packets and materials for committee/commissions, and duties as assigned.

Qualifications: Experience in accounting, finance, and tax collection is desired. Experience in Quickbooks or equivalent bookkeeping software is highly desired. Certification as a Municipal Treasurer or Finance Officer is a plus.

Must pass pre-employment drug screening and physical.

To apply:

Submit the Town application and a resume to Administrator Jim Hurley at admin@townoflinn.wi.gov, or P.O Box 130, Zenda, WI 53195.

Applications are available at the Town of Linn website, and Town Hall:

Town website: <https://townoflinn.wi.gov/forms-permits/>

Town Hall address: W3728 Franklin Walsh Street, Zenda, WI 53195.

Application Deadline: March 17, 2025

Questions? Contact Administrator-Treasurer Jim Hurley at 262-275-6300 ext. 12