

Job Description: Town Treasurer (Appointment to Fill Vacancy in Elected Position)  
Town of Eden, Iowa County, Wisconsin

#### Position Overview

The Town of Eden is seeking a qualified individual to serve as Town Treasurer through an appointment to fill the vacancy in this elected position. The treasurer must be a qualified elector of the Town of Eden.

The appointee will complete the remainder of the current elected term, which ends in April 2027. This is not a permanent appointed office; it is a temporary filling of an elected position until the next regular town election, at which time the position will again be filled by election (unless otherwise provided by town electors).

The position is governed primarily by Wisconsin Statutes § 60.34, which outlines the specific duties of the town treasurer.

#### Key Responsibilities

In accordance with Wis. Stat. § 60.34, the Town Treasurer shall perform the following duties:

- Receive and Disburse Town Money (Wis. Stat. § 60.34(1))
  - Receive and take charge of all money belonging to the town or required by law to be paid into the town treasury.
  - Disburse town funds as authorized under Wis. Stat. § 66.0607 (or related statutes) by town board and clerk.
  - Keep an itemized account of all moneys received and disbursed, specifying the source, payee, and purpose.
  - Present reconciled account books and supporting documents to the Town Board monthly at the board meeting.
- Deposit Town Funds (Wis. Stat. § 60.34(2))
  - Deposit town funds as soon as practicable in the name of the town in public depositories designated by the Town Board.
  - Ensure all interest earned on deposits is paid into the town treasury.
- Maintain Records (Wis. Stat. § 60.34(3))
  - Comply with subchapter II of chapter 19, Wis. Stats., regarding public records for which the Treasurer is the legal custodian.
- Taxation Duties (Wis. Stat. § 60.34(4))
  - Perform all duties relating to taxation required of the town treasurer under chapters 70 to 79, Wis. Stats. (including property tax collection, issuance of tax receipts if requested, and related responsibilities).
  - Collect property taxes and other town revenues (e.g., issue tax bills and accept payments).

### Additional Typical Duties (consistent with standard practice in Wisconsin towns)

- Assist with the annual budget process and financial audits.
- Manage town investments and banking relationships.
- Issue dog licenses and maintain records.
- Respond to resident inquiries regarding taxes, payments, and town finances.
- Work closely with the Town Clerk for monthly reconciliation and accurate accounting of all town income and expenses.
- Maintain accurate and transparent financial records for public accountability.

### Required Qualifications

- Must meet eligibility requirements for town officers under Wisconsin law.
- Must have current working knowledge of QuickBooks Online or willing to attend training.
- Strong knowledge of accounting principles, financial management, and public finance.
- Experience with municipal finance, taxation, or bookkeeping is highly desirable.
- Proficiency in financial software, Quickbooks, spreadsheets, and record-keeping systems.
- Excellent organizational, communication, and customer service skills.
- Ability to maintain confidentiality and handle sensitive financial information.
- Attend Town Board meetings.

### Compensation and Terms

This is an appointment to fill a vacancy in an elected position for the remainder of the current term (through April 2027).

Annual compensation: \$7,500 per year, paid in accordance with town ordinances and Wisconsin law.

### How to Apply

Interested candidates should submit a letter of interest, resume, and references to the Town of Eden Clerk. Contact information available on the town website.

All duties are performed in compliance with Wisconsin Statutes § 60.34 and other applicable state laws.