

## **DEPUTY CLERK POSITION OPENING:**

This is a part-time flex position of 20-30 hours per week. Starting pay is \$18 hour. The Deputy Clerk will be responsible for a variety of duties including:

### **DUTIES**

- Open/close office
- Office reception including phones, counter and assisting residents with requests
- Bill Payments using Quickbooks online twice monthly: obtaining check signatures/initials, stuff envelopes, mail checks
- Balancing all bank accounts using Quickbooks online
- Payroll processing including onboarding and employee changes and corrections
- Handle HR Issues: workers comp, unemployment/employee insurance
- Real Estate Tax Payments::
  - Draft Tax newsletter draft
  - Receive & process payments
  - Mail receipts when necessary
  - Balance daily
- Notice/Agendas for All Committees (except Board): Post notices, file hard copies of committee minutes & upload to website
- Transfer site Pass sales
- Fuel allocation log
- Election work:
  - Print labels, prepare envelopes and mail absentee ballots
  - Enter absentee applications and voter registrations to WisVote
  - Update election/voter info in WisVote
- Handle Title company requests
- Process cemetery sales and log on spreadsheet
- Vendor set up and maintaining W-9's
- Process License Applications Including: Short-Term Rentals, Liquor Licenses, Tobacco Licenses, Operator Licenses, Dog Licenses
- Process Fireworks Permits
- Manage Website
- Filing including keeping the file room up-to-date/destroy files per retention schedule
- Handle misc. resident and employee requests per the clerk

### **EXPERIENCE**

- Quickbooks Online experience required
- Payroll experience required
- Proficient in Outlook/Word/ Average to Above Average Excel proficiency
- Proven experience with customer service, including the ability to handle difficult or sensitive situations.
- Experience with data entry and filing systems

### **SKILLS**

- Ability to learn quickly
- Drive and ambition to learn new tasks as needed
- Excellent customer service skills.
- Strong clerical and organizational skills, with the ability to prioritize tasks and manage multiple projects simultaneously.
- Ability to handle cash and other financial transactions.
- Ability to maintain confidentiality and handle sensitive information.