

## **Town of Sullivan- Town Treasurer Position Available**

The Town of Sullivan is looking for a part-time Treasurer. Position description is listed below, and application and/or resume can be emailed to the Town Clerk at: [townofsullivan@centurytel.net](mailto:townofsullivan@centurytel.net)

### **Position Description**

The primary position duties of the Town Clerk are described in the Wisconsin Statutes Ch 60.34. The position of Town Clerk in the Town of Sullivan is an appointed position, appointed by the Town Board. They are not a member of the Town Board of Supervisors and does not vote on Town Board matters.

### **Town Treasurer Duties**

#### Financial:

- Receive and verify all Town receipts.
- Make deposits when needed.
- Collect Town and Local Taxes. Disperse as required.
- Issue all Town Disbursements.
- Maintain a record of all Town receipts and Disbursements.
- Reconcile Town revenues and expense with Town Clerk monthly.
- Prepare monthly Treasurer report to the Board.
- Sign & mail out monthly checks for invoices.

#### Other:

- Issue and keep track of all dog licenses.
- File any necessary reports with the County, State, or Federal agencies.
- Help with the Budget process annually.
- Be responsive to Town resident requests.
- Honor reasonable requests for information from outside agencies.

# Town of Sullivan: Employment Application

## Applicant Information

Full Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

                    Last                                      First                                      M.I.

Address: \_\_\_\_\_

                    Street Address                                      Apartment/Unit#

                    City                                      State                                      Zip Code

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Driver's License No.: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Date Available: \_\_\_\_\_

Are you a US Citizen?                                      Y      N      If no, are you authorized to work in the U.S.?   Y    N

Have you ever worked for this company?   Y      N      If so, when? \_\_\_\_\_

Have you ever been convicted of a felony?   Y      N      If yes, please explain: \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ to: \_\_\_\_\_ Did you graduate? Y    N

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ to: \_\_\_\_\_ Did you graduate? Y    N

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ to: \_\_\_\_\_ Did you graduate? Y    N

## References

*Please list three professional references*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? Y N

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? Y N

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? Y N

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ to: \_\_\_\_\_

Rank at discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, please explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge. If this application leads to my employment, I understand that false or misleading information in my application or interview my result in my release.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return to: Town of Sullivan, N3866 West Street, Sullivan, WI 53178 or email: townofsullivan@centurytel.net