

**Town of Holland**  
**Part-time Position Town Clerk/Treasurer**

The Town of Holland is seeking a self-motivated person to serve as the Town Clerk/Treasurer. This person must possess strong communication and people skills; good planning, scheduling, and accounting skills; strong computer skills; and the ability to work independently and with others. Duties of this position include all clerical and treasurer responsibilities for the Town including preparation of agendas and minutes; supervision of elections; monthly bill payments; annual tax collection; and reports generation per Town, County and State guidelines. This part-time position offers competitive pay and a flexible working schedule. The position reports to the Town Chairman. Interested parties should send a resume to the Town of Holland Chairman at PO Box 469, Cedar Grove, WI 53013 by November 15, 2017