



**Position Vacancy for Part-Time Treasurer  
Town of Lisbon, Waukesha County**

The Town of Lisbon, Waukesha County, Wisconsin (population 10,202) is seeking highly qualified applicants to serve as a part-time (approx. 21 hours a week) Municipal Treasurer and function within the Town's leadership Team. Lisbon is made up of 26 square miles and approximately 96 miles of road with an annual general fund budget of \$4 million and also has a Storm water Utility. This is a very exciting and rapidly growing period in the Town's history as it contemplates taking the next steps towards incorporation and beyond. As the Town grows so will this position, and could include progressively more hours, with the potential of full-time status and benefits in the future.

This individual will serve on a leadership Team that cares deeply for the community. Successful candidates will have the ability to think independently and share ideas amongst a team with the same goals of enhancing the community. The ideal candidate will be well organized, have a strong attention to detail and have knowledge of governmental accounting, benefit administration, audit preparation, long-term financial planning, budgeting, and cash handling. It is important that this individual has open and positive communication geared towards customer service. Computer skills are critical and should include proficiency in the Microsoft Office package.

The Town is seeking a candidate with three (3) or more years of progressively responsible experience in municipal operations. A minimum of a bachelor's or associate degree in accounting, finance, public or business administration is preferred. Starting salary range for this part-time position is \$26,250-\$31,500 (\$50,000-\$60,000 full-time equivalency), dependent on qualifications.

A complete job description and employment application can be obtained from the Town's website at <http://www.townoflisbonwi.com/jobs> or by contacting Town Administrator Matt Janecke at (262) 246-6100 or [mjanecke@townoflisbonwi.com](mailto:mjanecke@townoflisbonwi.com). Along with your completed job application, please send your cover letter and resume with salary requirements to Mr. Janecke by email or mail (W234 N8676 Woodside Drive, Lisbon, WI 53089). Position will remain open until filled.