

Treasurer –Franconia Township is seeking a part-time Treasurer to perform the statutory duties of that office including preparation of payables, financial statements, and payroll. Maintain financial ledgers, preparation and filing of State, Federal and other local government reports. Coordinate annual audit and year-end reports and other duties specified in Minnesota Statutes or by direction of the Town Supervisors.

Minimum qualifications: Computer skills in Microsoft Word and Excel, ability to make arithmetic computations. Ability to prepare financial statements and reports. Ability to communicate effectively verbally and in writing. Ability to prioritize and meet deadlines. Attendance at evening meetings is required (2-3 monthly).

Salary dependent on qualifications. Public Employee Retirement eligible. Background check will apply. To apply: Submit a letter of introduction with applicable work history. Application deadline is Tuesday, February 7, 2012 at 7:30p.m. Questions and applications should be mailed to Franconia Township, P.O. Box 175, Shafer, MN 55074 or emailed to MGlenne@franconiamn.us. Franconia Township is an equal opportunity employer.