



P.O. Box 352 • 150 S. Bridge St. • Markesan, WI 53946 • P: (920) 398-3031 • F: (920) 398-3991

FINANCE, PERSONELL & SAFETY COMMITTEE
CITY OF MARKESAN
Markesan City Hall

AGENDA
October 28, 2024
6:00 PM

Call to Order

Roll Call

Citizen's Comments

Closed Session: Clerk-Treasurer Position

The Common Council may, by roll call vote, convene in Closed Session, pursuant to Wis. Stats. 19.85(1)(c) to consider the employment, promotion, compensation or performance evaluation of a public employee over which the governmental body has jurisdiction or exercises responsibility, after which they will immediately reconvene in Open Session pursuant Wis. Stats. 19.85(2).

Discussion and Action on Publishing Clerk-Treasurer Position

Adjournment

The Common Council welcomes all visitors to listen & observe, but only Council members & those invited to speak will be permitted to do so, except during any posted Public Hearing. Citizen's Comments is where any citizen may comment on an issue, but the Council may only listen and may not reply to or address the issue unless it is an item on the agenda.

Any person requiring special assistance to participate in this meeting should contact the Clerk-Treasurer at 398-3031 at least 24 hours prior to the meeting so appropriate accommodations can be made.

City of Markesan Seeks Clerk-Treasurer

The City of Markesan in Green Lake County is looking to hire a Clerk-Treasurer. Some of the duties and responsibilities of the Clerk-Treasurer include, but are not limited to, planning, organizing, coordinating, and performing functions related to accounting, budgeting, debt administration, payroll, purchasing, billing, records management, property tax administration, tax collection, elections, cash flow analysis, general ledger review & analysis, preparation & analysis of monthly financial statements, insurance management, ordinances and resolutions.

Qualifications: Minimum of Associates Degree in Accounting, public administration or related field and three or more years of related experience

Wages and Benefits: Wages dependent on qualifications, benefits include health & life insurance, retirement plan, paid vacations & holidays, sick leave and other benefits

Application forms and job descriptions are available at www.markesanwi.gov, or the Markesan City Hall, 150 South Bridge Street, Markesan, WI 53946. Phone 920-398-3031. Submit completed applications and a resume by **November , 2024** at 3:00 p.m. to City of Markesan, Attn: Personnel Committee Chair, 150 South Bridge Street, Markesan WI 53946
City of Markesan is an equal opportunity employer.