

DEPUTY CLERK-TREASURER

PRINCETON TOWNSHIP

Princeton Township is taking applications for the position of Deputy Clerk-Treasurer. The Deputy will assist the Clerk-Treasurer in all duties including keeping Township records, processing permit applications, responding to information requests from residents, maintaining financial records in the Township accounting system, assisting members of the Town Board and Planning Commission in discharging their duties, and other tasks assigned by the Clerk-Treasurer.

The successful applicant will have experience in computer-based accounting, tax preparation, record-keeping, and customer service. Familiarity with Microsoft Office products and electronic mail is essential. Training specific to the responsibilities of the position will be provided by the Clerk-Treasurer and the Minnesota Association of Townships.

Candidates may send introductory letters and resumes by email to clerk@princetontownshipmn.us or by U.S. Mail to Clerk, Princeton Township, 10039 55th Street, Princeton, MN 55371.