

Castle Rock Township, in southern Dakota County, is seeking applicants for the township treasurer position.

The township treasurer should be a self-motivated person with accounting and payroll skills, including filing all required tax forms. Treasurer also prepares a list of claims and disbursements, as well as tracks township investments, income and expenses, and prepares documents for annual budgeting purposes.

Proficiency with the Microsoft Office suite of products is recommended. Prior knowledge or experience of with the CTAS accounting system, township or local government regulations or processes is desired by not necessarily required.

This job is for 10-20 hours per week, with a pay range, of \$25 - \$35 per hour, depending upon qualifications.