

Deputy Treasurer for Charter Township of Highland, MI

Assists the Treasurer and Bookkeeper with all Treasury activities, including but not limited to property tax administration and accounting, special assessment administration and accounting, accounts receivable invoicing, cash receipting, cash and investment management, and financial institution relations through the supervision of the Treasurer. This position also assists with the timely and accurate maintenance of accounting records and financial reports; and the coordination of annual tax settlement with County and the external audit.

OPENING DATE: March 27, 2023

CLOSING DATE: Open until filled.

Treasury Department

Management (Non-Exempt position, eligible for overtime)

Monday – Thursday, 8:30 AM – 5:00 PM & Friday 8:00 AM – 4:00 PM

PAY RATE: \$25 to \$30/hour, depending on qualifications.

PREVIOUS WORK EXPERIENCE: Four years of related bookkeeping/accounting experience. One to two years of supervisory experience in a municipality or equivalent preferred.

EDUCATION: Bachelor's degree in Business Administration in Accounting or Finance or related field.

SPECIAL SKILLS & TRAINING: Proficiency with computers (WORD and EXCEL) is preferred and must have ability to communicate effectively with others verbally and in writing, as well as the ability to provide courteous and effective service to the public. This position requires the ability to work independently to produce reports, involving the analysis of advanced mathematical issues. A valid State of Michigan operator's license is required. Knowledge of BS&A Tax, Special Assessment, Cash Receipting preferred.

BASIC RESPONSIBILITIES: Assists the Finance department and Treasurer with all Treasury activities, including but not limited to property tax administration and accounting, special assessment administration and accounting, accounts receivable invoicing, cash receipting, cash and investment management, and financial institution relations through the supervision of the Treasurer and other Treasury staff. This position also assists with the timely and accurate maintenance of accounting records and financial reports, and the coordination of annual tax settlement with County and the external audit.

HOW TO APPLY: Candidates can complete a Highland Township employment application. Applications are located at www.highlandtwp.org or at the Highland Township Hall located at 205 N. John Street, Highland, MI 48357. Please email the completed application and supporting documents to frederickj@highlandtwp.org or in person to the Highland Township Hall for consideration. If you have any questions, call Jennifer at (248) 887-3791 X 4.