

## **CITY TREASURER/FINANCIAL OFFICER – (External Posting)**

**City of Coopersville** — Job Posting (Full) Job Title: City Treasurer / Financial Officer  
Position Type: Full-time; appointed by City Council; reports to the City Manager Salary: \$70,000–\$89,000 (actual salary determined by experience and education) Application  
Internal application deadline: June 25, 2026

### **SUMMARY:**

Summary Under the administrative supervision of the City Manager and appointed by City Council, the City Treasurer / Financial Officer is responsible for receiving, investing, maintaining custody of, reconciling, and disbursing City funds in accordance with the City Charter (Chapter VI, Sections 6.2 and 6.4) and applicable law. This position manages cash flow, tax collection and reporting, payroll, financial reporting and analysis, and related duties to support City operations.

### **KEY DUTIES AND RESPONSIBILITIES**

An employee in this position may be called upon to do any or all of the following:  
*(Employee may be expected to perform additional tasks.)*

1. Maintain custody of all City monies, bonds, and evidences of value or indebtedness held by the City.
2. Manage deposits and investments consistent with Council direction and report investments and cash position to the City Manager.
3. Oversee collection, investment, and custody of State, County, School District, and City taxes and monies per applicable law.
4. Forecast and manage cash flow for operations, capital projects, and debt service.
5. Reconcile bank statements and assist with special assessment rolls and collections.
6. Maintain records related to collection and disbursement of City funds; supervise billing and collections of receivables.
7. Prepare tax rolls, respond to taxpayer inquiries, and prepare annual tax increment and Industrial Facilities Tax reports for City Council and State of Michigan
8. Prepare payroll and required state/federal payroll forms (W-2, etc.).
9. Assist the City Manager with annual budget preparation and distribute quarterly budget reports.
10. Assist the City Auditor with the annual audit and prepare Act 34 (Qualifying Statement) and Act 51 Street Financial Report submissions as required.
11. Prepare financial reports and analyses requested by the City Manager and City Council.
12. Prepare yearly tax increment financial reports for captured property taxes for the DDA District and prepare annual reports of captured taxes for the State of Michigan.
13. Prepare Act 34 paperwork (Qualifying Statement) for city and DDA for submission to local audit division.

14. Prepare Act 51 Street Financial Report for Michigan Department of Transportation
15. Perform other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

1. Preferred bachelor's or associates degree in finance, accounting, public administration, business management, or a related field.
2. Minimum of five (5) years of experience in municipal finance, budgeting, or accounting, including supervisory experience.
3. Extensive knowledge of accounting practices; familiarity with municipal finance laws and procedures.
4. Strong analytical and financial reporting skills; proficient with financial software and Microsoft Excel.
5. Excellent interpersonal, customer service, and communication skills; ability to maintain confidentiality and exercise judgment.
6. Ability to perform physical tasks required of office work (see Working Conditions).

### **WORKING CONDITIONS**

1. Requires being present in City Hall during normal working hours to be able to provide assistance to city employees and citizens.
2. Duties require much typing; word processing and operation of other computer equipment; often five, six, or more hours per day are spent operating these types of communications and computer equipment.
3. Must be able to walk up and down stairs. Ability required so that supplies and records can be retrieved and stored.
4. Must be able to reach heights up to five feet. Ability required for filing, retrieving and stocking supplies, and fingerprinting citizens.
5. Must be able to lift weights of approximately twenty-five pounds. Ability required so that office equipment can be serviced, and supplies arranged in supply rooms.

### **INSTRUCTIONS**

Application Instructions All interested persons must complete the City of Coopersville employment application (online at [www.cityofcoopersville.com/Quick Find/Job Opportunities](http://www.cityofcoopersville.com/QuickFind/JobOpportunities)). In addition to the completed application, submit a cover letter and resume to:

Dennis Luce, City Manager City of Coopersville 289 Danforth Street Coopersville, MI 49404  
Email: [dluce@cityofcoopersville.com](mailto:dluce@cityofcoopersville.com)

Internal application deadline: June 25, 2026. Materials received after the deadline may not be considered.

Selection Process Candidates meeting minimum qualifications will be considered for interview. The City reserves the right to require background checks and other pre-employment screenings as part of the hiring process.

The City of Coopersville is an equal opportunity employer.

# **CITY TREASURER/FINANCIAL OFFICER**

**EXTERNAL POSTING** — City of Coopersville (For Current Employees) Position: City Treasurer / Financial Officer Salary: \$70,000–\$89,000 (DOE), Internal Application Deadline for Cover Letter & Resume: June 25, 2026

## **SUMMARY**

Overview This internal posting notifies current City of Coopersville employees of the open City Treasurer / Financial Officer position. The role is appointed by City Council and reports to the City Manager.

## **How to Apply:**

Submit a cover letter and resume to City Manager Dennis Luce no later than June 25, 2026 (address and email below). Early internal submission is strongly encouraged.

Submit cover letter and resume to: Dennis Luce, City Manager City of Coopersville 289 Danforth Street Coopersville, MI 49404 Email: [dluce@cityofcoopersville.com](mailto:dluce@cityofcoopersville.com)

## **NOTES FOR INTERNAL APPLICANTS**

1. Internal applicants must meet the minimum qualifications for the position.
2. Selection may include interviews, reference checks, and other pre-employment screening.
3. If promoted or reassigned, terms and start date will be negotiated consistent with City personnel policies.

# **CITY TREASURER/FINANCIAL OFFICER**

**City of Coopersville**

## **City Treasurer / Financial Officer**

Full-time appointed position. Salary \$70,000–\$89,000 (DOE). Responsible for custody, investment, reconciliation and disbursement of City funds; payroll; tax rolls; financial reporting; and assisting with budget and audit. Preferred bachelor's or associate degree in finance/accounting/public administration (or related) and five years' municipal finance or accounting experience, including supervision, required.

Apply: Complete the City employment application at [www.cityofcoopersville.com/Quick Find/Job Opportunities](http://www.cityofcoopersville.com/Quick Find/Job Opportunities) and submit cover letter and resume to Dennis Luce, City Manager, 289 Danforth Street, Coopersville, MI 49404 or [dluce@cityofcoopersville.com](mailto:dluce@cityofcoopersville.com). Internal application deadline: June 25, 2026. The City of Coopersville is an equal opportunity employer.