

CITY OF UTICA
MACOMB COUNTY, MICHIGAN
DEPUTY TREASURER

The City of Utica is seeking applications for the full-time position of Deputy Treasurer. The position is appointed by the Mayor and directly responsible to the Treasurer.

Work is performed under the direction and supervision of the Treasurer. Performance of same is in accordance with generally accepted accounting principles and City of Utica policies and procedures. The Deputy Treasurer acts for the City Treasurer in the Treasurer's absence.

Duties of the Deputy Treasurer include, but are not limited to, processing accounts payable, accounts receivables, cash receipts, payroll and tax disbursements, and reconciling bank accounts.

The applicant should have the following qualifications: thorough knowledge of governmental accounting principles and procedures; experience with Microsoft Word and Excel programs; the ability to perform mathematical computations with speed and accuracy; the ability to accurately handle cash receipts; the ability to work efficiently with other employees and the general public; a minimum of two years of college level training in accounting and finance, including governmental accounting.

Salary is dependent on qualifications, ranging from \$20 to \$26 per hour. Compensation includes healthcare, dental, vision, life insurance, defined contribution retirement plan, health care savings plan, and paid time off (PTO).

Send resume to City Clerk, City of Utica, 7550 Auburn Rd, Utica, MI 48317, or via email to cityclerk@cityofutica.org.

The City of Utica is an Equal Opportunity Employer