

Village of Grass Lake

119 North Lake Street, P.O. Box 737

Grass Lake, Michigan 49240

Phone: 517-522-4550

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Village Treasurer / Utility Billing Specialist

Legal Authority

The Village Treasurer is appointed by Village Council, which reviews all appointments annually prior to the start of each calendar year. The Village Treasurer position is established by a statute of the State of Michigan, that being the General Law Village Act; Public Act 3 of 1895, as amended. For the Village of Grass Lake, the Treasurer position is enacted by the Code of Ordinances, Chapter 31 – Administration, Sec. 31.01.

Job Description

The Village of Grass Lake is seeking a qualified applicant for the role of Treasurer. This is a part-time job position of 18-22 hours per week with the tasks of managing the financial affairs of the village. This includes maintaining accurate financial records, collecting taxes and fees. The successful candidate will be subject to a background check. Interested applicants should submit a resume, cover letter, application, and three professional references to the Village of Grass Lake, ATTN: Sabrina Edgar, PO Box 737, Grass Lake, MI 49240, or by email: villagemanager@villageofgrasslake.org. The full job description and employment application is available on the Village website www.villageofgrasslake..

Job Title: Village Treasurer

Key Responsibilities:

Financial management: The Village Treasurer is responsible for managing the finances of the village. This involves maintaining accurate financial records and preparing financial reports.

Handling collection and processing of water and sewer utility billing.

Tax collection: The Village Treasurer is responsible for collecting taxes and fees from residents and businesses within the village. This includes property taxes and other fees as required.

Accounts receivable: The Village Treasurer is responsible for managing accounts receivable for the village. This involves processing invoices, payments and following up on outstanding balances.

Compliance: The Village Treasurer is responsible for ensuring compliance with all applicable laws (General Law Village Act 3 of 1895, M.C.L.A 61.1 et seq) and regulations related to financial management and reporting.

Perform other duties as assigned by the Village President and or Village Manager.

Physical Requirements:

Must be able to sit, stand, and walk for extended periods of time

Must be able to lift and carry up to 25 pounds

Must be able to operate a computer and other office equipment

Working Conditions:

The Village Treasurer primarily works in an office environment but may be required to attend meetings and events outside of normal business hours. The position may require occasional travel within the state of Michigan. The Village Treasurer may be required to work in a fast-paced and stressful environment and must be able to handle multiple priorities and deadlines.

To qualify for the position of Village Treasurer, finance, or equivalent relevant work experience is preferred. A bachelor's degree in accounting is preferred. Candidates must also have strong analytical, organizational, and communication skills, as well as knowledge of financial management and accounting principles.

Job Type: Part-time

Physical Setting:

Office

Schedule:

6 hour shift, 3 days per week plus additional hours as needed to complete tasks.

Ability to commute/relocate:

Village of Grass Lake, MI 49240: Reliably commute or planning to relocate before starting work (Required)

Work Location: In person at Village of Grass Lake Office, 119 N. Lake St., Grass Lake, MI 49240