



Village of Stockbridge
Village of Stockbridge
P.O. Box 155, Stockbridge, MI 49285-0155
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At the Village of Stockbridge, we strive to create a welcoming atmosphere that instills trust within our community. The goal is to serve our residents to the best of our ability keeping customer service and integrity at the forefront.

The Village of Stockbridge is seeking a friendly, professional member of the team to serve as Village Clerk.

Title: Village Clerk

Hours: 20-30 weekly

This position is part time 9am – 1pm Monday through Friday. Flexibility in working hours outside of standard business hours is possible. It is possible that evening office hours could be added at a time in the future. The Clerk is required to attend Council meetings that take place in the evenings.

Compensation: The pay rate for this position is \$25 hourly with no benefits.

Duties are but not limited to:

- Keep charge of all books, vouchers and documents relating to the accounts, contracts, debts, and revenues of the Village.
- Council clerk attending all meetings to be recorder of all proceedings, resolutions, and ordinances.
- Counter sign and register all licenses granted, bonds issued and keep a list of all property belonging to the Village and of all its debts and liability.
- Reproduce any records as needed including freedom of information act requests.
- Keep a complete set of books exhibiting the financial condition of the Village in all its departments, funds, resources and liabilities with a proper classification and showing the purpose for which fund was raised.
- Administer oaths and affirmations.
- General accountant in charge of the general ledger reporting all transactions to the Council for approval and to the treasurer for collection or disbursement.
- Fulfilling any other duties that the council may require.
- The clerk shall oversee the daily operation of the village office under the supervision of the Village Manager and Village Council.

Qualifications and Experience:

High School diploma or equivalent required.

College preferred.

At least two years' experience in an office setting with accounting experience required.

Municipal experience preferred.

Experience with BS&A software or willingness to be trained required.

Experience with Microsoft Office including Word and Excel required.

Experience in management or in a supervisory role preferred.

Excellent customer service and creating a friendly, welcoming atmosphere required.

Excellent time management and organizational skills required.

Ability to multitask required.

Timeliness and dependability required.