



***Village of Stockbridge***  
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*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 Treasurer.

**Title:** Village Treasurer.

**Hours:** 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.

**Compensation:** The pay rate for this position is \$23 hourly with no benefits.

Duties include but are not limited to:

- Keep custody of all money, bonds (other than official bonds filed with the clerk) mortgages, notes, leases and evidences of value belonging to the village
- Receive all money belonging to and receivable by the village
- Keep account of all receipts and expenditures.
- Collect and keep account of all taxes and money appropriated, raised or received for each fund of the village and keep record of each fund.
- Disbursement of payroll out of the appropriate fund as authorized.
- Report to Township Assessor any updates regarding property assessments.
- Report to County Treasurer any updates to the levying of taxes.
- Report to the Clerk monthly any activity in any and all accounts and the balances of the accounts.
- Report to the Council monthly the activity and balances on all accounts.
- Receive and record all vouchers for all money paid from the treasury, and upon settling the vouchers with proper officers, the Treasurer will file the vouchers with the Clerk.
- Fulfill any other duties required by the council.

The Treasurer will work under the supervision of the Village Clerk, Village Manager and the Village Council.

**Qualifications and Experience:**

High School diploma or equivalent required.

College preferred.

At least two years of 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.

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.