

Village of Stockbridge Position Description

Position: Village Treasurer
Job Class: Hourly, Non-exempt
Location: Village Office
Date: February 6, 2017

General Statement of Duties: In accordance with section 64.9, 64.10, 64.11 and 64.12 of the Village of Stockbridge Charter the Treasurer:

Shall have custody of all moneys and bonds other than official mortgages, notes and leases and shall receive all monies belonging to and receivable by the village and keep an account of all receipts and expenditures thereof.

Shall collect and keep an account of and be charged with all taxes and monies appropriated, raised, or received for each fund, of the village, and shall keep a separate account of each fund, and shall credit thereto all monies, raised, paid in or appropriated therefore, and shall pay every warrant out of the particular fund raised for the purpose the warrant was issued.

Shall render to the clerk on the first Monday of each month, if required, a report of the amounts received and credited to each fund, and on what account received, and the amount of money remaining in each fund for the previous month.

Shall also exhibit to the council annually on the first Monday in March, and as often and for such period as the council shall require, a full and detailed account of the receipts and disbursements of the treasury since the date of the last annual report, classifying them therein by the funds to which such receipts are credited and out of which such disbursements are made, and the balance remaining in each fund; which account shall be filed in the office of the clerk (Monthly Cash Summary/Transaction Report)

Duties Assigned to Village Treasurer

Supervision Received: Work is performed under the direction of the Village President.

Supervision Exercised: Supervision is exercised over temporary clerical personnel as assigned.

Typical Examples of Work: A person in this position may be called upon to do any or all of the following in addition to the duties mandated by charter. (These examples **DO NOT** include the entire task which the treasurer may be expected to perform.

Shall maintain the current tax collection records and evaluate current tax rolls at the end of the tax collection period and prepare and submit delinquent tax rolls to the county treasurer. Compile, verify accuracy, prepare and issue real and personal property tax billing and tax rolls including special assessments. Participate in the collection of tax monies and other receivables. Administer Board of Review changes received from Township. Prepare and issue delinquent tax notices on a monthly basis. Responsible for the collection of all personal property tax billings prior to fiscal year end. Submit balanced delinquent tax roll to County Treasurer's Office in a timely manner.

Shall post delinquent water, sewer, and garbage accounts on current tax roll.

Shall collect, prepare and make deposits of cash receipts in appropriate bank accounts and make temporary investments of surplus funds. Manage balances in various accounts to meet village financial transactions. Maintain a current accounting of cash on hand.

Keeps a variety of records and schedules and provides general informational support.

Responds to citizen inquiries or complaints relative to the position.

Shall gather information required by village auditors for yearly audit procedure.

Prepare bi-weekly payroll and ACT 51 Reporting

Desirable Qualifications:

The Village Treasurer is an appointed position. The Treasurer is appointed by the Village President with the concurrence of the Council for a two year term.

Five (5) years of extensive and responsible experience in the financial operations of a public jurisdiction.

Considerable knowledge of accounting and computer principles and practices.

Working knowledge of modern office practices, procedures and equipment.

Thorough knowledge of state and municipal laws and ordinances governing the duties of the Village Treasurer and the operation of the office.

Familiarity with state, county and local relationships in taxation process.

Thorough knowledge of procedures involved in the assessment, collection and accounting of village funds and with the local tax structure.

Special Requirements

Valid State of Michigan Drivers License

Tools and Equipment Used

Telephone, personal computer including Microsoft Office and BS&A a must, scanner, copy machine, fax machine, calculator.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, stand talk or hear. The employee is occasionally required to use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the Village and the employee and is subject to change by the employer as the needs of the Village and requirements of the job change.