Village of Sebewaing
222 North Center Street
Sebewaing MI 48759
Phone: 989-883-2150 Fax: 989-883-9367
Email: office@SebewaingMI.gov
www.SebewaingMI.gov

This institution is an equal opportunity provider

Treasurer

General Summary:

Under the general supervision of the Village Clerk, the Treasurer shall be expected to assist the clerk to perform certain financial duties and responsibilities as assigned for the village.

Financial Duties of Treasurer:

The Treasurer is expected to assist with financial duties for the village, which duties may include the following:

1. Preparation for Delinquent Utilities.
2. Preparation and posting of checks.
3. Recording of all receipts and preparation of necessary deposits.
4. Collect and keep an account of all taxes, and money appropriated, raised, or received for each fund of the village, and keep a separate account of each fund.
5. Sort and mail all taxes by June 30.
6. Receive all taxes payable to the village during the required times. (by being available to the public at least 1 day per week during the month of July).
7. Enter tax payments into the Village computer system.
8. Turn over village tax records to the county by September 30th.
9. Preparation of Village payroll.
10. Preparation of all monthly, quarterly and annual payroll tax returns and retirement reports.
11. Posting of general ledger.
12. Preparation of monthly financial reports.
13. Maintain an adequate filing system.
14. Provide assistance in preparation for and during the annual audit.
15. Keep abreast of new administrative techniques and current issues through continued education and professional growth.

General Duties of Treasurer:

The Treasurer shall have certain general duties, which may include the following:

1. The handling of general correspondence for the Village.
2. Delivery of communications to the proper departments.
3. Process and complete payroll.
4. Prepare Journal Entries.
5. Preparation for the Clerk of books, records and documents which the Clerk is obligated to keep.
6. Preparation of reports which the Clerk shall from time to time require or request.
7. Performance of such other duties pertaining to the Clerk's office as the Council may require.
8. Perform other Clerk Department duties as necessary. Work the front desk, answer phones, and respond to citizen inquiries and complaints. Plan and coordinate special Village functions and events as requested.

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9. Perform other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A high school diploma with some experience in accounting or finance is required.
- Some experience in a finance department, business office, or related setting is preferred.
- Knowledge of the principles of public finance and budgeting, municipal accounting, investments, and payroll and benefits administration.
- Knowledge of official Village policies.
- Ability to compile and evaluate financial data, and prepare clear and accurate reports.
- Ability to maintain complex record keeping systems and perform other administrative functions.
- Ability to effectively communicate ideas and concepts orally and in writing, and in making presentations in public forums.
- Ability to record and transcribe meeting minutes with a high degree of accuracy and detail in the absence of the Clerk.
- Skills in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.
- Ability to manage multiple priorities and work effectively under stress and within deadlines.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, Village officials, members of Boards and Commissions, representatives from other units of government, other professionals in the field, and fellow employees.
- A valid State of Michigan Vehicle Operator's License.
- Confidentiality is a Major component of this Position.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 regularly required to communicate with others in person and on the telephone. The employee is frequently required to review and produce written and electronic documents.

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The employee must occasionally lift and/or move items of light or medium weight. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.
The employee may be required to travel to other locations within and outside the Village.
The employee is regularly required to stand and walk. While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.