

CHARTER TOWNSHIP OF HURON

Job Announcement

TREASURY CLERK

Wage Range: \$13.13 - \$21.51 per hour, FLSA non-exempt

Benefits: Medical, Dental, Vision, and Retirement plan

Work Week: Typical work week 40 hours,
Monday through Friday 7:30 am to 4:30 pm

Deadline to apply: Friday, June 30, 2017

To apply send application to:

Township Clerk
Huron Charter Township
22950 Huron River Drive
New Boston, MI 48164

Position is in the General Office Employee union.

This position is open to all applicants including those currently employed by the Charter Township of Huron. This position will be filled with the absolute discretion of the employer.

Position Summary: Performs professional Treasurer Duties and other administrative and technical duties related to the operations of the Treasurer's Department.

Department Supervisor: Township Treasurer and Deputy Treasurer

Reports to: Township Treasurer

Supervises: No supervisory responsibility

Minimum qualifications include, but are not limited to graduation from high school or equivalent. BS&A Software, basic personal computers, Payroll and Property Tax experience preferred. Ability to work independently. Strong communication and time management skills. Detail orientated. Mathematical skills.

ESSENTIAL QUALIFICATIONS AND KNOWLEDGE, SKILLS AND ABILITIES

- ◇ Ability to operate a personal computer, calculator, fax machine and other standard office equipment.
- ◇ Ability to maintain files and retrieve information for both electronic and physical files.
- ◇ Ability to give attention to details with an emphasis on accuracy when performing duties.
- ◇ Ability to communicate well with other personnel, vendors or customers.
- ◇ Able to take the initiative in solving problems.
- ◇ Ability to work independently as well as a member of a team when the need arises.
- ◇ Ability to comprehend and follow instructions.

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- ◇ Must have verbal, reading and writing skills.
- ◇ Knowledge of Treasurer Department procedures and tasks.

RESPONSIBILITIES, DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

- ◇ Handle the day to day operations of the general public.
- ◇ Answering and processing phone calls coming into the Department.
- ◇ Receive payment by cash, check, credit cards, or automatic debts.
- ◇ Issue receipts, refunds, credits, or change due to customers.
- ◇ Count money in cash drawers and resolve discrepancies
- ◇ Validate checks.
- ◇ Prepare and maintain cash logs.
- ◇ Assist and address customers' questions.
- ◇ Cross train in all areas in the Treasurer's Department
- ◇ Assist in property tax collections
- ◇ Any other duties assigned by the Treasurer or Deputy Treasurer.