

# Job Description

## Village Treasurer

### Statutory Duties

#### **MCL 64.9 Village treasurer; duties.**

##### **Sec. 9.**

The treasurer shall do all of the following:

- (a) Have the custody of all money, bonds other than official bonds filed with the clerk under chapter II, mortgages, notes, leases, and evidences of value belonging to the village.
  - a. Prepare and process banking transactions including deposits, and transfers
  - b. Review and reconcile all accounts and bank statements monthly
  - c. Track CD activity and maintain records.
  - d. Signs checks together with Village Clerk.
- (b) Receive all money belonging to, and receivable by the corporation.
  - a. Payments received, including resident billings, contractual agreements and governmental units need to be processed as received and deposits made on a regular basis.
  - b. Responsible for Village Accounts Receivable. Includes all payments from residents, agencies and governmental units
- (c) Keep an account of all receipts.
- (d) 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.
  - a. Receive Payments (Taxes, water/sewer, trash, etc.).
  - b. Supervises the collection of property taxes and personal property taxes owed to the Village in accordance with laws and regulations.
  - c. Work with the County Treasurer's office on a regular basis to send settlement reports and exports from the Tax module.
  - d. Make bi-weekly disbursements to taxing authority funds.
- (e) Pay check disbursement authorizations out of the particular fund raised for the purpose for which the disbursement was authorized. i.e. Tax and Trust and Agency accounts.
- (f) Perform duties prescribed by this act relating to assessing property and levying taxes.

Makes periodic reports to the clerk and council as required by law. (MCL 64.10)

#### **MCL 64.10 Treasurer; reports; contents.**

##### **Sec. 10.**

- The treasurer shall report to the clerk on the first Monday of every month, if required, the amounts received and credited to each fund, on what account received, the amounts paid out from each fund during the preceding month, and the amount of money remaining in each fund on the day of the report. The treasurer shall also exhibit to the council annually within 45 days after the end of the fiscal year, 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 treasurer's last annual report, classifying them by the funds to which the receipts are credited and out of which the disbursements are made, and the balance remaining in each fund.

### **Additional Responsibilities**

- Meet and Greet residents and visitors to the Village office.
- Answer phones and sort mail.
- Communicate regularly with the Village Manager, Village Clerk, Village Council, Department of Public Works Manager, Police Services and Village staff and County Treasurer staff.
- Assists with review, updating and processing of regular reports related to projects, grants and insurance.
- Assist the Village Manager as requested including drafting correspondence, research and project management.
- Attends monthly Village Council and special meetings as requested.
- Participates as member of Village Administrative Committee.
- Update Village equipment and service rates annually.
- Compile data for annual audit and coordinates with Village Accountant as needed.
- Create and maintain Tax database in partnership with the Village Assessor.
- Other duties as assigned.

### **Requirements**

- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook), BS&A, Wordpress.
- Strong organizational, analytical and interpersonal skills.
- Strong verbal and written communication skills.
- Ability to prioritize work effectively
- Ability to develop and maintain administrative systems.
- Self-motivated to learn new concepts and participate in new projects.
- Ability to perform multiple tasks and produce accurate work within deadlines.
- Detail oriented with high standard of excellence.
- Available for occasional evening meetings.
- Eligible to be bonded.