

TOWNSHIP OF HOLLY TREASURER POSITION OPENING

Holly Township is currently seeking a qualified individual to fill the Vacancy of Holly Township Treasurer. The treasurer's statutory duties are to collect real and personal property taxes, keep and account of receipts (revenues) and expenses, prepare financial reports, issue township checks (tax disbursements, Accounts Payable and Payroll), receive and deposit all township revenues and payments in approved depositories, invest township funds in approved investment vehicles, maintain all records of the treasurer's office, collect delinquent personal property taxes, responsible for jeopardy assessments in collecting personal property tax, collect mobile home specific tax, appoint a deputy, supervise board appointed treasurer administrator I, audit preparations and provide other related treasurer's department duties. The ideal candidate would have extensive knowledge and experience of local government accounting principles. Experience in bank reconciliations, electronic fund transactions, accounts payable, payroll, and accounting or related field experience preferred. Self-directed, strong computer skills, excellent communication skills, desire to serve the public, ability to multi-task, prioritize and meet deadlines is a must. Knowledge of BS&A software, government fund accounting and specialized administrative tasks is a plus. Must be a resident of Holly Township or the Village of Holly.

The salaried position ranges from \$62,587.00 to \$75,288.00 based on qualifications with a 4-day work week and excellent benefit package.

A cover letter and resume should be submitted by mail, email, or in person by 4:00 pm on October 31, 2022 at the address below:

Holly Township Clerk
102 Civic Drive
Holly, MI 48442
248-634-9331 Ext. 301
email: clerk@hollytownship.org