

Job Posting: Treasurer Position

ORGANIZATION: City of the Village of Douglas, Michigan

LOCATION: 86 W. Center Street, Douglas, Michigan

POSITION: City Treasurer

SALARY RANGE: \$74,000 - \$80,000 (Dependent on Qualifications)

JOB DESCRIPTION:

The City of the Village of Douglas, Michigan is seeking a qualified and experienced individual to fill the position of Treasurer. The Treasurer is responsible for overseeing all financial activities of the City, including budgeting, accounting, cash management, and financial reporting. This is a full-time position.

KEY RESPONSIBILITIES:

- Manage and oversee the City's budgeting process, including preparation, monitoring, and reporting.
- Maintain accurate financial records and ensure compliance with all relevant laws and regulations.
- Develop and implement financial policies and procedures to safeguard the City's assets.
- Provide financial analysis and recommendations to City Officials to support decision-making.
- Manage the City's cash flow and investments to optimize returns while ensuring liquidity.
- Coordinate with external auditors and regulatory agencies on financial matters.
- Supervise finance department staff and provide leadership and guidance as needed.
- Ensure all County, State, and Federal filings are completed as needed.
- Maintain the property tax roll; adding new assessment districts for water and sewer; recording of approved PRE's; and balancing tax roll and collections in settlement with Allegan County.
- Completes monthly bank reconciliations, processes tax payments, and manages payroll.
- Receives, issues receipts and posts cash collections for general fund revenues including tax payments, special assessments, personal property taxes, and all other applicable fees or other receipts.
- Monitors changes in tax laws and tax administration.
- Performs other duties as assigned.

QUALIFICATIONS:

1. Bachelor's degree in accounting, finance, or related field.
2. Certified Public Accountant (CPA) designation highly desirable.
3. Advanced training in municipal finance preferred.
4. Experience in professional accounting or fiscal management in a municipal setting preferred.
5. Thorough knowledge of the principles, practices, and legal regulations of municipal finance, budgeting, accounting, and investing.
6. Strong knowledge of accounting principles, budgeting, and fiscal management.
7. Excellent analytical and critical thinking skills.
8. Effective communication and interpersonal skills, with the ability to interact with City officials, staff, and external stakeholders.
9. Consistently demonstrates sound ethics and confidentiality of information.

10. The City, at its discretion, may consider an alternative combination of formal education and work experience.
11. Proficiency with tax specific financial software and databases, including Microsoft Office Suite and BS&A.

SALARY AND BENEFITS:

The salary for this position is competitive and commensurate with qualifications and experience, ranging from \$74,000 to \$80,000 annually. The City of the Village of Douglas, Michigan offers a comprehensive benefits package, including health insurance, retirement plans, paid time off, and professional development opportunities.

HOW TO APPLY:

Interested candidates should submit an application, resume, cover letter, and three professional references to - City Clerk, Laura Kasper at clerk@douglasmi.gov. Please indicate "Treasurer Position" in the subject line or on the envelope. For any questions, please contact the City Clerk's office at 269-857-1438.

APPLICATION DEADLINE: Open until filled

EQUAL OPPORTUNITY EMPLOYER:

The City of the Village of Douglas, Michigan is an equal opportunity employer and is committed to building a diverse and inclusive workforce. We encourage applications from all qualified individuals regardless of race, ethnicity, gender, sexual orientation, age, disability, or veteran status.