



Village of Elk Rapids

315 Bridge Street
P.O. Box 398
Elk Rapids, MI 49629-0398

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elkrapids.org

JOB DESCRIPTION

JOB TITLE:

Village Treasurer

GENERAL SUMMARY:

Responsible for the proper handling of all the income and billing for the Village.

SUPERVISION RECEIVED:

Village President and Village Manager

SUPERVISION EXERCISED:

Deputy Treasurer

RESPONSIBILITIES AND DUTIES:

An Employee in this position may be called upon to do any or all the following: These examples do not include all the tasks, which the Employee may be expected to perform.

- Oversee bank depositing of all Village income including, taxes, utility bills, harbor contracts, harbor receipts, fines and state and federal funds, etc.
- Track and post earnings of Village funds.
- Assist Assessor.
- Coordinate, monitor and collect special assessments.
- Tax billing, collection, depositing, and settlement with County Treasurer.
- Monthly financial reporting to Council and Department Heads.
- Coordinate annual audit with auditing firm and staff.
- Coordinate annual Downtown Development Authority Audit.
- Coordinate annual budget with Village Manager and Department Heads.
- Oversee all bonds, loans, and other debt obligations.
- Coordinate budget reviews and transfers.
- Coordinate state required financial reporting.
- Monthly bank reconciliation.
- Other duties as directed by the Village Manager.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, accounting and data-based software, calculator, phone, copy machine, fax machine.

PHYSICAL DEMANDS:

While performing the duties of this job, the Employee is frequently required to stand, sit, talk, and hear.

WORK ENVIRONMENT:

The noise level in the work environment is usually quiet.

QUALIFICATIONS:

- Licensed to operate a motor vehicle in the State of Michigan.
- Minimum of high school level graduation.
- Computer experience uses of general business machines such as calculators, computers, fax machines, copiers, and postage machines.
- General math and accounting skills.

MISSION STATEMENT:

A person in this position realizes many tasks and opportunities. While responding to each, the Employee should make every effort to treat others as they would prefer to be treated and to consider during each job-related process the following mission statement: "We are committed to providing residents, property owners, businesspeople and visitors with an environment that promotes safe, productive and happy lives in an efficient and caring manner".

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