

## Southfield Township

### Job Description

Job Title: Township Treasurer  
Supervised By: Responsible to the electorate of the Township  
Supervises: Deputy Treasurer and Assistant to the Treasurer

#### General Summary:

As the Township's treasury manager, this elected position is responsible for the collection and management of all monies owed to the Township. This position is a member of the Board of Trustees.

#### Essential Job Functions:

1. Prepares tax billings, collects real, personal property, and special assessed taxes, fees and other monies due the Township. Submits funds to appropriate taxing jurisdictions.
2. Performs cash management functions including investment of municipal funds. Investigates and examines various investment options in order to achieve the best possible rate of return.
3. Prepares detailed financial reports for submission to the Board of Trustees, State and Federal regulatory agencies and financial institutions.
4. Responds to requests for information from citizens and financial institutions regarding the tax assessment and collection process.
5. As a member of the Township Board, is involved in the preparation and implementation of the Township's budget, policy setting and management of the Township.
6. Supervises the activities of the Deputy Treasurer and the Assistant to the Treasurer.
7. Acts as liaison between the Township, citizens, news media, other governmental agencies and municipal professionals regarding treasury issues.
8. Responds to changing regulations and policies regarding municipal management through professional materials, educational seminars, and information sharing.
9. Performs related duties as required.

## Township Treasurer, Cont.

### **Essential Knowledge, Skills and Abilities:**

- Elected official, serves a four year term.
- Knowledge of the laws, ordinances and related legislation pertaining to the management of municipal funds, the collection of taxes and the administration of Township government.
- Knowledge of cash handling procedures involving large sums of money.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with citizens, elected officials, employees, other governmental agencies and municipal professionals.
- Ability to maintain records and prepare comprehensive reports on the operations of the treasurer function.
- Ability to effectively communicate and present ideas and concepts orally and in writing to perform duties 1-4, 6 and 7.
- Ability to work effectively with changes in work priorities.

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

Township Treasurer, Cont.

**Desired Minimum Qualifications:**

- Graduation from high school supplemented by accounting/bookkeeping experience.
- Four years or more office clerical experience.
- Experience utilizing Windows, Outlook and Excel and the ability to master new technology.
- Ability to understand and follow complex instructions and manage multiple tasks.
- Ability to manage interruptions, changes in task priority and to meet deadlines.
- Skills in problem solving, interacting with the public and customer service.
- Ability to create a friendly work environment and maintain effective working relationships with elected officials and other employees.

**Preferred Qualifications:**

- Basic knowledge of BS & A Software.
- Previous experience with training and supervising staff.

Competitive salary, health insurance, pension and other benefits provided.

Interested applicants should submit their resume and contact information to [joreilly@southfieldtownship.org](mailto:joreilly@southfieldtownship.org) or mail to:

Southfield Township  
18550 W. 13 Mile Rd.  
Southfield Twp, MI 48025  
Attention: James O'Reilly

The position will remain open until filled.