



CITY TREASURER- FULL TIME
POSTED: FEB. 24, 2025
APPLICATIONS DUE: MAR. 10, 2025

GENERAL SUMMARY: This full-time position maintains stewardship for financial assets and debt including overall leadership of the cash management, debt management and investment management functions of the City.

SUPERVISION: This position is responsible for the Treasury Department and under the general supervision of the City Manager.

SALARY / BENEFITS:

Regular Hours: Mon-Thurs. 7am-5pm

(Occasional evening meetings or city event weekend participation & election hours required – less than 6 times per year)

Wages: Starts at \$20-22/hr. (based on experience)

Benefits: Commercial Health Insurance or stipend in lieu of; Dental/Optical benefits, MERS Retirement 457 (up to 8% match). The time earned off begins at 12 days (increases after 1 year) & 14 paid holidays.

ESSENTIAL JOB FUNCTIONS:

1. The City Treasurer shall receive visitors, respond to telephone calls from the public and provide them with requested information or refer them to the appropriate staff.
2. The Treasurer will maintain office files, prepares correspondence related to the treasury dept., make copies, and process incoming and outgoing mail & payments.
3. The City Treasurer shall collect Property tax payments in compliance with state laws. The Treasurer also shall prepare tax distributions (BS&A reporting, tax receivable spreadsheets, write checks, check register/balancing, process journal entries, and process those distribution payments every 15 calendar days from July 1- March 1 each year)
4. The treasurer should perform accounting and bookkeeping functions including but not limited to posting accounts receivable, accounts payable, balance various accounts and preparing financial reports. Also, the City Treasurer shall create journal entries to ensure transactions are proper and analyze financial data and monitor all transactions coming in or out of the City.

5. The City Treasurer shall prepare the 'special' White Cloud Area Fire Assessment. The special assessment shall be processed through the proper procedure (to include a public hearing, city council, etc.) and must be turned into the County by June 1st annually. The City Treasurer shall also be responsible for remitting payments for the WC Building Authority as amortization schedule states.
6. The City Treasurer shall prepare a Delinquent Water tax roll for summer taxes each year and receive approval from the City Council in a resolution form.
7. The City Treasurer shall assist the City Manager in the Budget preparation. The City Treasurer and City Manager shall meet with the department heads on their specific department for their input and be able to effectively explain the budget presented to the City Council.
8. The Treasurer shall help assist the City Manager in preparing Budget Amendments when the city finances require such an act. Such amendments should provide the City Council with explanation as to why it is needed and be approved in resolution form. The Treasurer should maintain necessary funds and tracking for budget maintenance.
9. The City Treasurer shall prepare Summer and Winter tax information (or any correspondence) and forward to the County for processing of Taxes due to the City of White Cloud.
10. The Treasurer shall prepare and attend Tax Settlement with Newaygo County Treasurer annually and report outcome to City Manager.
11. The City Treasurer will receive, post, and distribute delinquent County Real tax each year after tax settlement.
12. The Treasurer shall facilitate tax exemptions including the OPRA District and IFT tax exemptions, as well as keep the City compliant with the reporting of both of those districts.
13. The Treasurer shall process all utility (water) billing, send out bills, handle correspondence, answering billing questions, & handle winter water account adjustments, etc. (minimally this includes billing, reminders and shut off cards)
14. The Treasurer should ensure water compliance with EGLE by sending both well readings & water testing monthly.
15. The City Treasurer shall complete the Consumer Confidence Report due to EGLE July 1 annually.
16. The Treasurer should actively serve as Election Chair for the City during any such election involving the City. The Treasurer shall assist the City Clerk with election procedures as deemed necessary by the Clerk.
17. The City Treasurer shall create and prepare monthly/yearly invoicing and payment processing procedures.
18. The City Treasurer shall assist the City Manager in completing the CVTRS reporting and Act 51 reporting due yearly to the State of Michigan for funding.

19. The City Treasurer is responsible for monitoring all Certificates of Deposits and any city investments.
20. The Treasurer shall report monthly balances to the City Council for the monthly City council meeting.
21. The City Treasurer shall balance all accounts monthly. (Payroll, Accts payable, General Fund, and general ledger) All end of the month postings should be completed at this time.
22. The City Treasurer shall provide the City auditing firm with documents requested regarding the treasury department. The treasurer's responsibilities should be carried out so that they are following compliance with our audit.
23. The City Treasurer shall assist in sales of lots in the cemetery, help maintain the cemetery software, as well as grave/sales or openings in conjunction with the funeral home, the City Clerk and the DPW Supervisor.
24. The City Treasurer shall post community events on the City's Facebook page and try to remain current and relevant in activities on social media.
25. The City Treasurer shall prepare public notices, and ensure publications are completed in any case where the duty completed falls under his or her job description. (ie: OPRA district-Treasurer should mail out public notice and turn in publication to the paper within applicable time frame)
26. The City Treasurer shall follow up on all board of review applications. The treasurer also shall inform the taxpayer in writing of any approval or denials and explanation of any exemptions that went to board of review.
27. The City Treasurer shall participate in City Council meetings, Water committee meetings, Election meetings, Cemetery committee meetings, and provide discussion and insight on the City's Asset Management Plan. The City Treasurer can be excused from meetings by the City Manager by request.
28. The City Treasurer will maintain record of City Debts and a debt schedule of where the City's liability is.

MINIMUM EMPLOYMENT QUALIFICATIONS:

Education: High School Diploma, with 2-4 years of college or business school or 2-5 years of treasury experience.

Working conditions: Works in an office environment, maintains confidentiality of information.

Physical Requirements: Ability to access and retrieve office files.

