

## **Treasurer**

### **Contact Information:**

Mrs. Carol Little

E-Mail: [treasurer@charterportagetwp.org](mailto:treasurer@charterportagetwp.org)

Voice Phone: (906) 482 - 4310

**General Requirements:** Is an elected position – Must be a registered voter officially residing in Portage Township.

**Salary:** Salaried – Township Board Establishes

### **Job Summary:**

Possesses a general knowledge concerning the Charter Township's governmental responsibilities, functions, and legal powers. Fully understands and adheres to the statutory duties and responsibilities of the Office of Treasurer along with the other elected and appointed officials in the Township. Must have a functional knowledge of the uniform chart of accounts, generally accepted accounting practices and proper internal audit controls. Understands procedures for collecting personal property taxes and demonstrates a functional knowledge of the general property tax administration process, including the collection and distribution of tax revenues. Appoints a deputy and must post a surety bond. Has office hours that make him/her accessible to the public and upholds the constitution of the United States, the State of Michigan, and all the ordinances and resolutions of the Charter Township of Portage.

### **Job Experience and Education:**

Minimum: High School Graduation. Any additional schooling a plus.

1-3 years of experience in working with accounting procedures as it relates to Township Government would be beneficial. An understanding of the statutory duties and responsibilities of the Treasurer's position.

### **Job Duties and Responsibilities:**

1. Collects real and personal property taxes.
2. Keeps an up-to-date account of Township receipts (revenues) and expenditures.
3. Reviews Township "warrants" issued from Clerk; signs and then disburses those Township checks for bill paying purposes.
4. Deposits Township revenues in the Township Trustee approved bank accounts.
5. Invests Township funds in both short and long term approved investment vehicles.
6. Prepares a yearly budget for the Treasurers' Department
7. Submits to the Supervisor, on or before 150 days prior to the beginning of the fiscal year or the Township, an itemized estimate of anticipated expenditures of the office for the next calendar year.
8. Affixes "jeopardy assessments" and subsequently can seize and sell personal property in the amount equal to pay delinquent personal property taxes.
9. Collects mobile home park specific tax for each resident contained within that park.
10. Gives a monthly report to the Board of Trustees.

11. Maintains/updates the Treasure's portion of the Township's web page.