

Treasurer Vacancy Announcement

Charter Township of Portage is seeking a Township resident to fill out an existing term. A broad knowledge of Township government activities, book keeping, computer spread sheets, the uniform chart of accounts, auditing processes and general accounting practices would be beneficial. This part-time, elected office position has the following Township related duties. This is not an all-inclusive list.

Treasurer Duties:

- Collects real and personnel property taxes.
- Maintains an up-to-date account of receipts and expenditures.
- Signs and disburses checks for payment of bills.
- Assists with the formulation of the annual budget.
- Invests funds in short and long-term investment vehicles.
- Appoints a Deputy Treasurer.
- Compiles timely reports to the Board of Trustees as well as other Units of Government.

Resumes/applications in sealed envelopes will be accepted at the Township Office during normal work hours until close of business on Thursday, May 17, 2018. Public interviews and a Board of Trustees selection to fill out this term will follow shortly.

Charter Portage Township is an equal opportunity employer whose policy is to select personnel without regard to an employee's religion, sex, sexual orientation, color, national origin, age height, weight, lawful alien status, veteran status, marital status, disability or political affiliation.