

Charter Township of Portage Water Clerk/Receptionist

Hours: Part-time, Monday through Thursday 9am – 3pm totaling (24 Hrs. per Week)

Salary: Hourly rate is established by the Township Board and reports to the Supervisor

Job Summary:

Acts as a receptionist/informational clearing house for public informational inquiries concerning; the cemetery program, and Co-Zoning administrators, the Dept. of Public Works and serves as a Secretary for the Township's elected Officials. Completes the monthly Water and Sewer billing, safeguards the Township's water/sewer billing log book and BS&A computer records. Reports to the Township Supervisor.

Job Experience and Education:

Minimum: High School Graduation.

1-3 years of experience in working with accounting and billing procedures relating to township government would be beneficial. Must have ability to operate office equipment effectively, must be skilled in data entry and be tactful while meeting and greeting the public. An understanding of the statutory duties of the elected/appointed township officials would also be helpful.

Job Duties and Responsibilities:

1. Orders all supplies for the Township Office.
2. Prepares accurate Purchase Orders for signature and proper financial tracking to the various Townships Departments.
3. Performs the Water/Sewer monthly billing and subsequently prepares any needed shut off notices. Works with the BS&A billing software; which continually requires updating.
4. Assists the elected officials with needed secretarial duties.
5. Informs the public about facility shutdowns during water/sewer breaks.
6. Is responsible for the Township's Incoming and outgoing mail.
7. Enters Cemetery plot data in BS&A software.
8. Assists Elected Officials with departmental web-page updates.
9. Other duties assigned.

Vacancy Announcement Closes at the Close of Business on July 14, 2018 (Thursday)

Please send or drop off resumes to: Charter Township of Portage
47240 Green Acres Road
Houghton, MI 49931

Or email to: supervisor@charterportagetwp.org

Deputy-Treasurer Vacancy Announcement

Charter Township of Portage is seeking a person to assist our Treasurer. A broad knowledge of Township government activities, book keeping, computer spread sheets, the uniform chart of accounts, and general accounting practices would

be beneficial. This part-time, at most two days per week office position, has the following Township related duties. This is not an all-inclusive list.

Deputy-Treasurer Duties:

- Assists with the collection of real and personnel property taxes.
- Signs and disburses checks for payment of bills.
- Assists the Treasurer with her budgetary/fiduciary responsibilities.

All resumes/applications in sealed envelopes will be accepted at the Township Office.

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.