



**JOB DESCRIPTION
TOWNSHIP TREASURER
BOARD OF TRUSTEES**

Position Summary: This is a part time elected position to which the Township Board will be making an appointment to serve until the next General Election in November of 2022. All persons interested in serving the remainder of this unexpired term, will be required to run for election to retain the position.

Essential Job Functions: As a voting member of the Township Board, the treasurer participates fully in the governance of the Township, has a responsibility to attend Township Board meetings, and participate in both deliberations and decision making. Duties include: collecting real and personal property taxes, keeping an account of township revenues and expenditures, issuing checks, depositing revenues in approved depositories, investing township funds in approved investment vehicles, collecting delinquent personal property tax, collecting mobile home specific tax. The Treasurer must appoint a deputy and must post a surety bond.

A full description of the duties of the Township Treasurer can be found in the Michigan Revised Statutes of 1846, Sections 41.76 to 41.79. Applicants must be a registered voter of The Charter Township of Lansing and must be bondable. Proficiency with office equipment including computer, fax machine, copy machine and multi-line telephone system preferred. Knowledge in or of Microsoft Word and Microsoft Excel, financial bookkeeping, investing, and bond financing is desirable. Attendance at meetings of the Township Board is required.

Wage: The annual salary for the current term of office is set at \$12,000, plus benefits.

Physical Demands and Work Environment: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk, hear and view documentation. The employee frequently is required to stand, walk, use hands to type, write, and reach with hands and arms. The employee must occasionally lift or move items of light to moderate weights. While performing the duties of this job, the employee regularly works in a business office setting.

Interested parties should submit an application, resume, letter of interest, and 4 references to: Township Supervisor, Diontrae Hayes, Charter Township of Lansing, 3209 W. Michigan Ave, Lansing MI 48917. Applications may be submitted electronically to Supervisor Hayes: dhayes@lansingtownship.org or DeeAnn Overton, Deputy Supervisor: deeanno@lansingtownship.org .

The Board will interview applicants at its meeting on February 1, 2022 at 7:00pm, with appointment to follow. Applications will be accepted until 5:00 p.m. Wednesday, January 26, 2022. Applications and additional Township information is available at www.lansingtownship.org.

The Charter Township of Lansing is an Equal Opportunity Employer.