

ST. CLAIR TOWNSHIP

1539 S. Bartlett Rd. St. Clair, MI 48079
Phone (810) 329-9042 Fax (810) 329-1198

www.stclairtp.org

Position:

Deputy Treasurer/Utility Billing/Office Staff

Provides support to Treasurer with property tax preparation and deposits, creates and sends utility billing along with verifying transaction documentation, pays invoices by obtaining payment, scheduling and preparing disbursements, provides office administration and support to the team.

Essential Job Functions:

Deputy Treasurer – Assists Treasurer with property tax reporting/daily deposits/
Reconciliation of accounts/inquiries regarding billing
Creates and sends out Utility Billing to Township Residents
Accounts Payable – Creates reports/prints checks/resolves account discrepancies
Backup to Office Manager
Assist all Township Board Members in various functions, answering phones, managing email/mail, filing, scanning documents and any other tasks assigned.

Requirements:

Education:

High School diploma or equivalent
Associate degree in accounting and/or business (preferred)

Experience:

Skilled with Microsoft Word and Excel Programs
1-3 years experience with accounts payable/accounts receivable
Municipal Utility billing (preferred)

Full Time position –

Pay \$17.00 - \$21.00 per hour – based upon experience
40 – hour work week

Benefits included:

457 plan with company matching
Paid Vacation and Sick time

Work Schedule: Monday through Friday 8:00 a.m. – 4:30 p.m.