



Village Treasurer Job Description
Adopted- 02.13.2023

Position Summary: The Village Treasurer is an appointed position and serves as the Chief Financial Officer for the Village, Village Council and residents of the Village. The Village Treasurer is under the general supervision of the Village Administrator. The Treasurers main functions are to plan, direct, and oversee the financial functions of the Village. The Treasurer is responsible for maintaining accounting and budgeting records, general ledger, accounts receivable, fixed assets, and collecting tax and other municipal funds. Also assists the Village Council and Administrator in budget development and execution as directed. The Treasurer position participates as a member of the Village's senior management team.

FSLA Status: Exempt

Reports to: Village Administrator

Supervises: N/A

Essential Job Functions: This position is an appointed position under the Village's charter (General Law Village Act) and is created under Ordinance No. 17.000, and may be called upon to do any or all the following essential functions. These examples do not include all the duties which an individual may be expected to perform. To accomplish this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Ensures the collection of Village revenues for property taxes, water and sewer billings, special assessments, permits, curbside recycling, civil infractions, parking violations, and other various Village fees and charges.
2. Disburses and reconciles Petty Cash funds as needed.
3. Researches and reports on property liens for title companies, banks, and individuals.
4. Maintains all financial records and monitors all accounts of the Village. Plans, organizes and administers the financial activities and control processes of the Village in accordance with accepted fiscal practices, and local, State and Federal regulations.
5. Ensures the accurate accounting of Village funds, including utility enterprises, and maintains a comprehensive financial record keeping system. Assists with financial reporting and preparation of financial statements. Prepares the Village for an annual external audit by an independent CPA firm.
6. Prepares various regular (monthly and/or quarterly) reconciliations of all Village funds and accounts.

7. Prepares detailed financial reports, as appropriate, for the Village Council and Administrator, State and Federal regulatory agencies, other financial institutions, and in support of other Village staff.
8. Complete necessary State and Federal reporting associated with Act 51, Michigan Department of Treasury, and U.S. Department of Agriculture. Oversees the Village's debt obligations and filings.
9. Oversees the Downtown Development Authority finances and prepares the Tax Increment Financing tax capture report annually. Prepares and submits the Tax Increment Financing reports to the State and bills appropriate entities for their share of the taxes captured. Prepares and submits other various financial reports to the State pertaining to the Downtown.
10. Manages accounts receivable activities, payroll accounts, and general ledger activity. Ensures the proper maintenance of account journals, the general ledger, and the balancing of accounts.
11. Assists the Village Clerk in Accounts Payable through coding of bills with the appropriate general ledger numbers, ensuring invoices are within the budget, and transfers money from funds to cover checks. Creates appropriate journal entries for invoices, signs the checks with the Clerk, and makes sure they get mailed.
12. Oversees and manages the monthly utility billing and collection process, ranging from manually entering meter reads for 1,500 accounts, creating and journalizing bills, answering citizen inquiries pertaining to accounts, and collection of money. Assesses delinquent accounts on the tax roll annually.
13. Coordinates with Lenawee County for mailing tax billings, collects real and personal property taxes, special assessments, fees and other monies due to the Village. Administers delinquencies, public notices, and bankruptcies as appropriate. Distributes tax money to appropriate accounts and balances tax rolls with all necessary agencies. Pursues collection of delinquent personal property taxes.
14. Administer tax board of review, State Tax Commission and State Tax Tribunal changes, updates and required refunds to taxes assessed.
15. Responds to taxpayer inquiries in person, or by email or phone, and processes and resolves complaints. Explains taxation issues, investment practices, and the tax assessment and collection process. Responds to requests for information from Village officials, financial institutions, bond rating agencies, title companies, realtors and other Village staff, within FOIA parameters.
16. Assists in the development and administration of the Village budget. Provides guidance on accounting and reporting procedures and Village fiscal policies.
17. Participates in the daily operation of the Village Office. Cross trained in Accounts Payable, Payroll, and Building Department to be a backup when needed.
18. Attends Council meetings, completes special projects, and makes presentations as requested.

19. Acts as investment officer for the Village. Oversees the collection and investment of Village funds. Investigates and examines various investment options to achieve the objectives of the investment policy.
20. Wires money and performs account transfers for Village banking needs as directed.
21. Oversees the daily cash-out of the cash drawer and deposits money to the bank. Ensures receipts and cash balance at the end of each business day. Ensures timely and accurate deposits with the local banking partner. Ensures accurate reconciliation of all credit card and ACH direct debit utility bills and other payments.
22. Keeps abreast of legislative and regulatory developments and current issues in the public service field through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
23. Establishes and maintains cooperative relationships with other departments, citizens, elected officials, community and business interests, peer agencies and related interests.
24. Maintains the Village events calendar.
25. Maintains an accurate inventory of, and accounts for funds related to, Village garbage bag tags, Village events tickets, and inventory pertaining to the utility fund.
26. Oversees and manages the Village's fixed assets, keeps a comprehensive record system of the assets. Depreciates assets according to the depreciation schedule set forth by State and ensures accurate reporting of the assets.
27. Tracks, records, and manages the equipment rentals for the Motor Pool Fund. Ensures that rentals are expensed to each fund appropriately and receipted into the Motor Pool Fund during every pay period.
28. Ensures confidentiality of information utilized in the course of executing these essential job functions, as circumstances permit and/or require.
29. Serves as Treasurer for the Library board, the Parks & Recreation board and the Downtown Development Authority board. Prepares monthly financial reports for each respective board and attends meetings when requested to go over finances or for presentations.
30. Is a licensed and insured Notary Public.
31. Performs related work as required.
32. Oversees the debt owed to the Village through loans sent out to small businesses and collects the payments. Keeps an amortization schedule of the principal and interest payments for each business that loans are issued to and sends out a report at the end of the year for interest collected.
33. Reports to the State annually on any unclaimed property from citizens with credits on account and turns the money over to the State.
34. Oversees the bulk water station, ensuring credit card payments go through and that credits are applied to the customer accounts. Takes payments at the counter and applies them to the customer's account. Responds to citizen inquiries regarding their bulk water account.

35. Performs the duties of other administrative staff as necessary. Works the front desk, answers phones, and responds to citizen inquires and complaints. Plans and coordinates special Village functions and events as requested.

Minimum Qualification and Required Knowledge, Skills and Abilities: The requirements listed below are representative of the knowledge, skills, abilities and preferred qualifications necessary to perform the essential functions of the position.

Requirements include the following:

1. A high school diploma and an Associate's Degree, or the equivalent experience in accounting, finance, business administration, or related field.
2. Some experience in accounting or financial management in a municipal setting.
3. Skill in compiling and evaluating complex data and formulating policy and service recommendations.
4. Ability to think independently and make decisions in a fast-paced work environment.
5. Skill in the use of office equipment and technology, including computers and financial software, and the ability to master new technologies.
6. Ability to effectively communicate ideas and concepts orally and in writing, and make presentations in the public forum.
7. Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, professional contacts, elected officials, and the public.
8. Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
9. Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
10. Ability to attend meetings scheduled at other than regular business hours.

Preferred qualifications include the following:

1. A Bachelor's Degree, or the equivalent, in accounting, finance, business administration or related field.
2. Knowledge of the principles, practices and legal regulations of municipal finance, financial reporting, budgeting, accounting, and investing.
3. Skill in assembling and analyzing financial data, developing operating and capital budgets, and preparing comprehensive and accurate reports.
4. Skill in compiling and evaluating complex data and formulating policy and service recommendations.

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 communicate with others in person, via email, and on the telephone. The employee is frequently required to review and produce written and computerized documents. The employee is frequently required to access various locations within the office building and occasionally required to lift and/or move lightweight items.

While performing the duties of this job, the employee regularly works in an office setting. The noise level in the work environment varies from quiet to moderate.