



Marlette City Treasurer Job Posting

Job Description:

The City of Marlette is seeking qualified applicants for the position of City Treasurer. Under the direct supervision of the City Manager, the Treasurer will assume responsibility for the following tasks: Prepare, analyze, and interpret accounting records and reports; Prepares and maintains property tax system for each tax season; Maintains property tax rolls; Completes and submits required state documents and reports regarding the DDA; Administers Accounts Payable; Monthly reconciliation process; Maintains City budget as well as prepares quarterly budget amendments; and any other duties as assigned by City Council or the City Manager. The City Treasurer also serves as Deputy Clerk and will help fulfill Clerk duties in the absence of the City Clerk. Duties include but not limited to: Council Packet preparation, payroll, utility billing and election help.

Qualifications:

Preferred applicants with a minimum of 2 years accounting experience with a knowledge of the principles, practices, and legal regulations of accounting and finance, and budgeting will be considered. High school diploma required. Associate degree preferred. Applicants with knowledge and experience with BS&A software and Microsoft Office applications are preferred. Municipal experience preferred. Must be able to work in a team setting, interact with the public, maintain attention to detail, coordinate multiple tasks, and can adjust to changing priorities and work within firm deadlines. Strong customer service skills along with cash handling experience are necessary. The Treasurer is required to attend some evening meetings.

Rate of Pay and Hours to be negotiable.

Interested applicants should email a cover letter, resume and five professional references to manager@cityofmarlette.com. Required materials can also be mailed to Marlette City Hall, 6436 Morris Street, Marlette, MI 48453 or be dropped off at City Hall between 8:00am-4:30pm.

City Hall
6436 Morris Street
Marlette, MI 48453

Phone 989.635.7448
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www.cityofmarlette.com