

## Belvidere Township

<b>Job Title:</b>	TREASURER	<b>REPORT TO:</b>	Elected Position
<b>Department/Group:</b>		<b>Job Code/ Req#:</b>	
<b>Location:</b>	SIX LAKES, MI	<b>Travel Required:</b>	Travel Required
<b>Level/Salary Range:</b>	\$16,000 PER YEAR	<b>Position Type:</b>	Elected Position
<b>HR Contact:</b>		<b>Date Posted:</b>	
<b>Will Train Applicant(s):</b>	Will Train Applicant(s)	<b>Posting Expires:</b>	
<b>External Posting URL:</b>			
<b>Internal Posting URL:</b>			
<b>Applications Accepted By:</b>			
<b>FAX OR EMAIL:</b> Fax number or Email Subject Line:		<b>MAIL:</b> BELVIDERE TOWNSHIP P O BOX 144 107 VSTA STREET SIX LAKES, MI 48886	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <ol style="list-style-type: none"> <li>1. Collects real and personal property taxes</li> <li>2. Keeps an account of township receipts {revenues} and expenditures</li> <li>3. Prepares some financial reports</li> <li>4. Issues township checks</li> <li>5. Receives and deposits all township revenues and payments in approved depositories</li> <li>6. Invest township funds in approved investments vehicles</li> <li>7. Collets delinquent personal property tax</li> <li>8. Responsible for jeopardy assessments in collecting personal property tax</li> <li>9. Collect mobile home specific</li> <li>10. Maintains ARPA reporting</li> <li>11. Involved in Audit</li> <li>12. IT Tech Overseer</li> <li>13. Ordering Supplies</li> <li>14. Insurance</li> </ol> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <p>High school degree – recommended Township resident and register voter</p> <p><b>BENETICIAL SKILLS</b></p> <p>Software: Microsoft word, excel, QuickBooks and Adobe.</p> <p><b>ADDITIONAL NOTES</b></p> <p>Attend Monthly Meetings Must appoint a deputy Must post a surety bond</p>			

**Belvidere Township**

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time