



# Treasurer

## City of Hillsdale, MI

With a population approximately 8500, the City functions under a Council-City Manager form of government and responsible for Police, Fire, Public Services, Recreation, Dial-a-Ride, Library and Board of Public Utilities. The Treasurer shall have all duty as listed in the City of Hillsdale Charter, included but not limited to the following summary.



### Job Summary:

The custody of all moneys of the City, the Clerk's bond, and all evidences of value belonging to the City, or held in trust by the City.

Receive all money belonging to and receivable by the City that may be collected by any officials or employees including license fees, taxes, assessments, and all other charges belonging to and payable to the City, and give a receipt.

Keep and deposit all moneys or funds in such a manner and only in such places as the Mayor and Council may determine and report in detail to the Clerk.

Have powers, duties and prerogatives in regard to the collection and custody of state, county, and schools district, and City taxes and moneys as are conferred by law to enforce the collector of state, county, township and school district taxes upon real and personal property.

Perform other duties as prescribed by Charter, by the City Council or state or federal law.

### Qualifications:

Computer, customer service and financial experience required.

The City of Hillsdale is accepting resumes for the position of City Treasurer until 4:00 pm on March 23, 2018. The City Treasurer has the custody of all moneys regarding the collection of City real and personal property taxes. This is a part time position 20 to 24 hours per week. Specific job description located on website at [cityofhillsdale.org](http://cityofhillsdale.org). Send resume to David Mackie, City Manager, 97 N. Broad Street, Hillsdale, MI 49242 [dmackie@cityofhillsdale.org](mailto:dmackie@cityofhillsdale.org) EEO Employer.