

Deputy Treasurer/Financial Officer:

The Charter Township of Oakland is accepting applications for the full time management position as above. Responsible for performing wide range of accounting and administrative functions to ensure effective operations of the Treasurer's office. Also responsible for interacting with the public and receiving and processing payments to the Township.

Interested parties may obtain an application at the Township Hall located at 4393 Collins Road, Rochester MI 48306 or online at www.oaklandtownship.org. Applications will be accepted until September 7, 2018.

Please send cover letter and resume to Dale Stuart, Township Manager, 4393 Collins Rd, Rochester MI 48306 or dstuart@oaklandtownship.org

JOB POSTING FOR CHARTER TOWNSHIP OF OAKLAND

TITLE: Deputy Treasurer/Financial Officer: Wage range \$50,000.00 to \$70,000.00 per year

JOB SUMMARY

Working hours will be 40 hours per week, Monday through Friday 8:00 AM to 4:30 PM. Some flexibility required. Responsible for the receipt of tax payments from residents at the counter and through the mail, balancing tax payment batches, preparing bank deposits, and processing cash receipts. General accounting functions will be part of daily functions. Computer skills required.

Work Hours

Typical working hours will be Monday-Friday 8:00am-4:30pm

DUTIES AND RESPONSIBILITIES

Please review the job description included with this posting for the general scope of the responsibilities included. Generally, Deputy Treasurer is responsible for all of the day to day functions of the municipal treasurer's office.

Performs other duties as required.

KNOWLEDGE, SKILLS & ABILITIES

Proficient computer skills, including accounting systems (BS&A preferred) and Microsoft Office: Word, Excel, and Outlook.

Ability to interact successfully with the general public, as well as township office staff at all levels. Friendly, pleasant demeanor.

Ability to meet deadlines; ability to organize, prioritize and work independently as well as schedule and produce work in a timely manner in an environment where interruptions frequently occur.

Manual dexterity and physical ability for use of a computer for extended periods and operate various other office machines as necessary to carry out duties of the position.

EXPERIENCE/EDUCATION

1. Associates degree required with concentration in accounting; minimum two years relevant experience where knowledge of Michigan property tax laws and cash collection procedures has been gained; proficiency in computers to effectively utilize various software applications including Windows - Word and Excel; Certified Municipal Finance Administrator designation desirable.
2. Ability to interact successfully with representatives of various professional firms, real estate organizations, property owners and the general public as well as Township office staff at all levels.
3. Ability to meet deadlines and to concentrate for long periods of time; ability to analyze, interpret, comprehend and process detail data and information; ability to organize, prioritize and work independently as well as schedule and produce work in a timely manner in an environment where interruptions frequently occur.

WORKING CONDITIONS

The work is generally performed in an office environment. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, carrying of light items such as papers or books or driving an automobile and limited occasional lifting of objects weighing in excess of 25 pounds.

Oakland Township is an Equal Opportunity Employer (EOE)