



## CITY OF WILLIAMSTON JOB DESCRIPTION

### CITY TREASURER

**POSTING DATE:** May 2, 2022

**CLOSING DATE:** July 8, 2022

**Position:** City Treasurer, Full-Time

**Population:** 3,819

**Compensation:** Salary is negotiable DOQ/E, Mid-Point is \$67,500, plus full benefits

**Description:** The City of Williamston, located in northeast Ingham County, is seeking a full-time City Treasurer to serve as chief financial officer. The City is in excellent financial shape. Requires minimum 5 years of experience as a municipal treasurer or chief deputy treasurer and 3 years of supervisory experience preferred. Must have experience and prowess with BS&A Accounting software.

The City operates under a Council/Manager form of government. The City has 23 full-time and 3 part-time employees along with contracted service providers. Bachelor's degree in accounting, finance, business administration, public administration, or related field is preferred.

**Per the City Charter, the Treasurer shall:**

- have the custody of all money of the city and all evidences of value belonging to or held in trust by the city.
- collect all city taxes and assessments and such other accounts and moneys which are collected by the city as shall be required by law or ordinance.
- keep and deposit all money or funds in such manner and only in such places as the Council may determine or as may be required by law.
- have such powers, duties, and prerogatives in regard to the collection and custody of state, county, school district, and city taxes and moneys as are conferred by law.
- perform such other duties as may be prescribed by law or by the Council.

**To Apply:**

Submit cover letter, resume, five employment references, and copies of any licenses/certifications to:

City Clerk  
City of Williamston  
161 E Grand River  
Williamston, MI 48895

Email: [cityclerk@williamston-mi.us](mailto:cityclerk@williamston-mi.us)