

Gerrish Township
2997 E. Higgins Lake Drive
Roscommon, MI 48653
Job Posting

Job: Treasurer

Type: Elected Position-Full Time

Salary: \$39,647.50 (includes \$6,682.78 for summer tax collection)

Benefits: Employee benefits and 401A retirement account

Closing Date: June 24th, 2022, 3:00pm

Requirements: To qualify, a person must be a township elector, but property ownership is not required. An elector is defined as someone 18 years of age, who is a U.S. citizen and has lived at least 30 days in Gerrish Township.

Job Description: Treasurer sits on a 5-member board. Statutory duties include but are not limited to the following:

- Collects real and personal property taxes
- Keeps an account of township receipts (revenues) and expenditures
- Disburses township checks (accounts payable, payroll, real & personal taxes)
- Deposits township revenues in approved depositories
- Invests township funds in approved investment vehicles
- Collects delinquent personal property tax
- Responsible for jeopardy assessments in collecting delinquent personal property tax
- Collects mobile home specific tax
- Must appoint a deputy
- Must post a surety bond
- Member of township elections commission

Other duties include but are not limited to:

- Filing Unclaimed Property
- Balance Marina Daily Cash Sheets

Suggested skills/qualifications: Computer efficient in: Word, Excel, QuickBooks, BS&A tax program or the ability to learn new programs. Candidate must have experience and be comfortable handling large sums of money. Organizational skills include multi-taking and prioritizing. Communicates effectively and listens attentively. Understands ethical behavior. The ability to delegate tasks appropriately.

Please send resume and cover letter to:

Leasa Tulgetske, Treasurer
Gerrish Township
2997 E. Higgins Lake Drive
Roscommon, MI 48653

Resumes and cover letters can be emailed to treasurer@gerrishtownship.org or dropped off in person at the above location.

Resumes and cover letters are due by 3:00pm on June 24th, 2022.