

City of Fennville  
Treasurer position

Position Detail

**Organization:** City of Fennville

**Title:** City Treasurer

**Location:** Fennville MI 49408

**Application Deadline:** January 17, 2011

Previous experience as Township or City Treasurer preferred.

**Position Description:** Oversees the collection and distribution of tax monies; responsible for the coordination of tasks pertaining to finance and treasury.

City of Fennville

P.O. Box 666

222 S. Maple St.

Fennville MI 49408

Phone: 269-561-8321

Fax: 269-561-2390

E-Mail: [clerk@fennville.com](mailto:clerk@fennville.com)

[www.fennville.com](http://www.fennville.com)

Hiring salary range: DOQ. Excellent Benefits.

Essential Job Functions:

1. Manages the City's General Ledger by posting, adjusting and reconciling all accounts.
2. Bills, collects and distributes all property taxes within Fennville City limits. Assists mortgage lenders and real estate tax services. Coordinates tax information with the County of Allegan to ensure accurate billings and responsible for annual County tax settlement, and maintains the personal delinquent tax roll.
3. Coordinates and oversees annual audits. Gathers information and prepares related schedules for auditors.
4. Processes a number of annual reports.
5. Responds to general inquiries from the public (at the desk, via mail, internet and by telephone) or internal requests for information.
6. Serves as Deputy City Clerk, and acts as an election official, as needed.
7. Attends City Commission meetings, when requested.
8. Administrates the purchase order process, unless assigned to another position.
9. Performs related financial work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

1. An Associate's degree or the equivalent in governmental accounting or a related field is preferred.
2. Two to three years of training in accounting, bookkeeping, or a related field is required.
3. Thorough knowledge of the principles, practices and techniques of general government accounting, including financial reporting and the collection of taxes.
4. Skill in effectively communicating ideas and concepts orally and in writing.
5. Skill in use of office equipment and technology, including computers and related financial software and the ability to master new technologies
6. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with citizens, elected officials, employees and other professionals.
7. Must have experience in BS&A software for Tax Collection, Accounts Receivable, Accounts Payable, and General Ledger. Experience in Microsoft word, excel and outlook preferred.

Send Resume and cover letter to: Pat Phenix CMC , by mail, fax or e-mail. The City of Fennville is an Equal Opportunity Employer.

Application Deadline: Position will remain open until filled. First review of credentials submitted will begin by January 17, 2011.