Village Treasurer

Village of Vicksburg, Michigan
The Village of Vicksburg is seeking a highly organized, detail-oriented, and customer-focused professional to serve as its next Village Treasurer. This position is responsible for maintaining official Village financial records, maintaining accounting records, managing investments, supervising the receiving, depositing and disbursement of monies due and owed, supporting the Village Council and other governmental boards and commissions, and ensuring compliance with state and local laws. The ideal candidate will possess excellent communication, organizational, and administrative skills and demonstrate a commitment to public service.

Essential Duties and Responsibilities
Responsibilities include, but are not limited to:

- Thorough knowledge of the principles, practices and legal regulations of municipal finance, budgeting, accounting, investing and financial reporting.
- Plan and direct the maintenance of Village accounting records by recording or developing and revising accounting systems to meet Village requirements and public regulations; implementing and utilizing financial computer programs; supervising the maintenance of accounting records and the compilation of reports; assisting in the resolution of difficult operational problems; participating in the selection, training, and evaluation of subordinate staff.
- Coordinating bank reconciliations, and the annual audit.
- Maintain records of Village revenues, deposits, and disbursements by supervising the collection and balancing of daily cash receipts; coding bank deposits to proper accounts; coordinating the transferring of funds not immediately needed to cover operating expenses as directed; spreading payroll to proper accounts; and reviewing bank statements.
- Ability to critically assess situations and solve problems, and to work effectively under stress, within deadlines and changing work priorities.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, elected officials, professional contacts, and the public.
- Attend Village Council meetings and other assigned governmental meetings.
- Provide exceptional customer service by assisting residents, businesses, and visitors in person, by phone, and electronically.
- Assist the Village Manager, Village Council, and other departments with administrative projects and special assignments.
- Ensure compliance with applicable federal, state, and local laws, policies, and procedures.
- Perform other duties as assigned in support of Village operations.

Preferred Qualifications

- Graduation from an accredited four-year college or university with a degree in business administration, accounting, public administration, or a related field preferred.

- Previous municipal government experience is preferred.
- Strong computer skills, including Microsoft Office applications and municipal BS&A software.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to manage multiple priorities while maintaining accuracy and confidentiality.
- Two years' experience doing similar work; or
- At the Village's discretion, any equivalent combination of education and experience, with additional education or experience substitution on a year for year basis for the required education or experience.

Knowledge, Skills, and Abilities
The successful candidate will demonstrate:
- Strong attention to detail and accuracy.
- Excellent interpersonal and customer service skills.
- Professionalism, integrity, and discretion when handling confidential information.
- Ability to work independently while collaborating effectively with elected officials, staff, and the public.
- Effective time management and organizational abilities in a fast-paced environment.

Supervision Received and Exercised
- The treasurer reports to the Village Manager with self-direction under established policies. The Treasurer is required to maintain confidentiality.
- Supervision and training over the Deputy Treasurer. Work assignments may be delegated to support staff.

Compensation and Benefits
Salary range is $87,000-$92,000 commensurate with qualifications and experience. The Village of Vicksburg offers a competitive benefits package, including health insurance, retirement benefits, paid time off, and other benefits in accordance with Village policy.

How to Apply
Interested candidates should submit:
1. Cover letter;
2. Résumé;
3. Employment application to the Village of Vicksburg.

Applications will be accepted until the position is filled, with first review of applications beginning upon receipt.
The Village of Vicksburg is an Equal Opportunity Employer and is committed to providing equal employment opportunities to all qualified applicants.