

Hartland Township is in need of a Treasury Department assistant/cashier

The ideal candidate has a customer service, cashier background. Needs to be familiar with common office machines, organized, good with balancing and data input.

Familiar with BS&A software and cash receipting is a plus. This is a part time position typically two to three days per week and flexibility is necessary for this position seasonally. Hours are somewhat flexible / township open 4 days per week M- Th. Position is budgeted for 760 hours per year. \$15 to \$17 per Hour DOQ.

Resumes are being accepted now through May 2nd at 5 pm.

Any Interest please email your resume to:

treasurer@hartlandtwp.com

Thank you

Kathie Horning

Hartland Township Treasurer

Hartland Township
JOB DESCRIPTION

Title:	Cashier	Effective:	04/01/2015
Employment:	Limited, Part-Time	Reports To:	Treasurer
FLSA Status:	Non-Exempt	Pay Grade:	3

Responsibilities

- Provide customer service at the front counter, telephone, fax, email, and regular mail for taxpayers, mortgage companies, tax preparers, lending institutions, other governmental units, banks, title companies, buyers and sellers of homes.
- Sell dog licenses.
- Is in charge of all taxpayer mortgage information within tax program. Keeps mortgage codes up to date.
- Provide each mortgage company with payment file for both summer and winter tax seasons.
- Receipts into cash system ~~all~~ payments to the township.
- Input tax payments, balance and send tax receipts as requested.
- Process the daily mail.
- Sorting, organizing and filing bank statements and other documents.
- Creates and occasionally deliver deposits to the local bank.
- In charge of the organization of the storage room following State of Michigan Retention Guidelines.
- Performs any other reasonable activities as required by law or the Treasurer.

Requirements

- Basic knowledge and skills in the use of common office tools and equipment (including job-related software/hardware applications).
- Ability to work flexible hours.
- Ability to read, understand and apply manuals, techniques and written directions.
- Ability to establish and maintain effective working, communicative relations and use good judgment, initiative and resourcefulness when dealing with citizens, property owners, other governmental agencies, Township administrators, officials and staff and the general public.
- Some post-secondary education or training
- One year of office clerical and/or cashier experience
- Valid Michigan driver's license in good standing
- Bondable