



Village of Stockbridge

Special Council Meeting

Village Hall

118 N. Center St Stockbridge, MI 49285

Monday, December 30, 2024, at 6:30 pm

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE:
- D. APPROVAL OF AGENDA:
- E. PUBLIC COMMENT ON AGENDA ITEMS: *(Comments are limited to 3 minutes. Please address all comments to the council. Please understand that the council may not give a response per procedure.)*
- F. NEW BUSINESS:
 - A. Treasurer Hire
- G. PUBLIC COMMENT OPEN FORUM: *(Comments are limited to 3 minutes. Please address all comments to the council. Please understand that the council may not give a response per procedure.)*
- H. COUNCIL MEMBER COMMENTS:
- I. ATTORNEY COMMENTS:
- J. ADJOURN:



Village of Stockbridge
 118 N Center Street
 P.O. Box 155, Stockbridge, MI 49285-0155
 Office 517.851.7435
www.vosmi.org

Job description

Title: Village Treasurer

Department: Village Clerk's Office- Village of Stockbridge

Date: December 5, 2024

Hourly Rate: \$20.00 - \$25.00 per hour

General Summary:

The Village of Stockbridge seeks a professional and detail-oriented individual to serve as Village Treasurer. This part-time role requires an individual with strong organizational and financial skills to manage the Village's financial operations, including accounting, payroll, tax collection, and budget reporting. The Treasurer will also assist with various administrative tasks in collaboration with the Village Clerk and other departments. This position offers flexibility and the opportunity to work within a supportive, community-focused environment.

Key Responsibilities:

Financial Management:

- Maintain custody of all Village assets, including money, bonds (excluding official bonds filed with the clerk), mortgages, notes, leases, and other valuable documents.
- Receive and document all funds due to the Village, including taxes and other receivables.
- Keep accurate records of all receipts and expenditures for Village accounts.
- Track all taxes and funds raised or received, ensuring proper recordkeeping for each fund.
- Disburse payroll from the appropriate fund as authorized and submit state and federal payroll filings.
- Report updates on property assessments to the Township Assessor.
- Provide updates to the County Treasurer regarding tax levies.
- Submit monthly financial activity and account balance reports to the Village Clerk.
- Provide department heads with monthly budget status updates.
- Report to the Village Council on monthly accounting activities and balances.
- Provide quarterly updates on the budget status to the Council.
- Receive and record all vouchers for expenditures and file settled vouchers with the Clerk.
- Perform other duties as required by the Village Council.

Administrative Support (as needed):

- Provide general administrative support, including greeting visitors, answering phones, managing correspondence, and maintaining office supplies.
- Assist with clerical functions such as filing, scheduling, data entry, scanning, and document preparation.
- Process utility bills, payments, and adjustments efficiently.
- Maintain accurate utility accounts for residential and commercial customers.
- Schedule and maintain reservations for the Village Hall and park facilities.

· Collaborate on special projects with the Village Clerk and other staff.

Skills and Qualifications:

- Excellent organizational skills regarding documentation and file or record-keeping
- Strong verbal and visual financial reporting skills
- Exceptional ability to communicate complex financial information
- Valuable time management and prioritization skills
- In-depth knowledge of software tools used by the committee
- Solid understanding of budget planning and finance
- Substantial value for ethics and trustworthy operations
- Experience using different methodical approaches for managing finances

Education, Formal Training, and Experience (minimum requirements):

- High school diploma or equivalent required; college education preferred.
- Setting with accounting and administrative duties, preferably with municipal experience.
- Experience with BS&A software or willingness to learn.
- Experience with Microsoft Office, particularly Word and Excel

Necessary Knowledge, Skills, and Abilities:

- Ability to consistently demonstrate sound ethics and judgment.
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity.
- Ability to accurately organize and maintain paper documents and electronic files.
- Working knowledge of computers, equipment, modern office practices, Microsoft programs, and ability to learn software programs specific to the Municipality.
- Ability to establish and maintain effective working relationships with employees, other departments, and the public; communicate effectively verbally and in writing; plan, organize, and complete departmental work.
- Ability to maintain confidentiality of information and professional boundaries.

Special Requirements:

- Must possess a valid State of Michigan driver's license

Interested candidates are invited to submit their application packet, including a cover letter, resume, and completed Village of Stockbridge employment application, to Heather Armstrong at clerk@vosmi.org.

Deadline:

This position will remain open until filled. Applications must be received by December 19th to be considered for the first review round.

Join us at the Village of Stockbridge and be part of a team dedicated to serving our community with integrity and efficiency.

Job Type: Part-time

Hourly Rate: \$20.00-\$25.00 per hour

Expected hours: 12-16 hrs. per week

Benefits:

- No benefits are offered currently.

Schedule:

- Monday/Tuesday/Thursday/Friday, 9:00 am to 1:00 pm and Wednesday, 1:30 pm to 5:30 pm.

Work Location: In person, 118 North Center Street, Village Office.

Job Type: Part-time

Pay: From \$20.00 per hour

Expected hours: 16 per week

Schedule:

- 4 hour shift

Experience:

- GAAP: 1 year (Preferred)

Ability to Commute:

- Stockbridge, MI 49285 (Required)

Ability to Relocate:

- Stockbridge, MI 49285: Relocate before starting work (Required)

Work Location: In person

Santana Luetzgen

Administrative Professional

santanaluetzgen20hhenn_m2x@indeedemail.com

+1 517 455 8494

Professional Summary

My name is Santana Luetzgen. Presently, I am seeking employment that can help me to develop my administrative and business skills. I am hoping to add to the team hard work ethic, enthusiastic attitude and organizational efforts. My background in IT Services supporting several staff members can be useful. I held an administrative roll for 3+ years within an office setting, handling confidential business information, purchasing/procurement, and executing internal events allows me the multifaceted ability to plan, manage and execute. My educational background is supported by a bachelor's degree in Business Administration with a minor in specialized marketing.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Administrative Assistant, Level IV

FERRIS STATE UNIVERSITY-Big Rapids, MI

July 2021 to Present

- Independently perform/coordinate support functions for technology department of 40+ employees & 70+ students
- Purchasing and expense reporting via Microsoft Excel & Concur
- Calendaring including booking appointments, room reservations, and in/out calendar via Microsoft Outlook
- Coordinate monthly events, both department-wide and campus-wide
- Cross-trained in Guest Services and Inventory/Procurement
- Reached level 4 status in only two years
- Assistant manager/training for IT Central Office

Retail Associate

MICHIGAN GROW SUPPLY-Rothbury, MI

July 2021 to October 2023

- Personal assistant functions to the business owner
- Processing and delivering of customers' orders (on and off-site)
- Auditing, stocking shelves and supply ordering
- Performing duties in a manner that provides excellent customer service

Cashier Clerk

QUICK TRIP; American Convenience Store-Tulsa, OK

September 2019 to January 2021

- Greeted up to 250+ guests per day
- Unloaded trucks, stocked coolers, and organized aisles with products

- Cleaned up the coolers, reorganized shelving
- Detailed the gasoline pumps, trash, and the company's grounds
- Cross trained to assist in the kitchen and run a register

Education

Bachelor of Science in Business Administration

Ferris State University - Big Rapids, MI

May 2020 to July 2024

Associate's degree in Psychology

Tulsa Community College - Tulsa, OK

2019 to 2020

High School Diploma

Epic Charter Schools - Owasso, OK

August 2015 to May 2019

Skills

- Customer Service (5 years)
- Help Desk (5 years)
- Account Reconciliation (4 years)
- Accounts Payable (4 years)
- Information Security (3 years)
- Office Management (4 years)
- Typing - 50WPM (5 years)
- Personal Assistant Experience (2 years)
- Event Planning (3 years)
- Software Project Management (1 year)



Village of Stockbridge
118 North Center Street
PO Box 155
Stockbridge, MI 49285-0155
Office (517) 851-7435 Website: vosmi.org

Heather Armstrong
Village Clerk
Village of Stockbridge
118 North Center Street
Stockbridge, MI 49285
clerk@vosmi.org
517-851-7435
December 26, 2024

Santana Luetgen
East Lansing, MI

Dear Tina,

We are pleased to extend an offer of employment for the Treasurer position at the Village of Stockbridge. After carefully considering your application and interview, we believe your skills and experience align well with our needs and values.

Position Details:

- **Title:** Treasurer
- **Type:** Part-time
- **Hourly Rate:** \$20.00 per hour
- **Expected Hours:** 16 hours per week
- **Schedule:**
 - Monday, Tuesday, Thursday, Friday: 9:00 AM to 1:00 PM
 - Wednesday: 1:30 PM to 5:30 PM
- **Work Location:** In-person, 118 North Center Street, Village Office.

Job Summary:

As the Village Treasurer, you will oversee the Village's financial operations, including accounting, payroll, tax collection, and budget reporting. Your position will also require administrative support, assisting the Village Clerk, and ensuring effective management of Village assets and financial records.

Key Responsibilities:

- Manage the Village's financial assets and maintain records of receipts and expenditures.

- Process payroll, submit tax filings, and provide regular financial reports to the Village Clerk and Council.
- Collaborate with department heads to track budget status and assist with clerical functions.
- Provide general administrative support, including handling visitors, answering calls, and managing office operations.

Conditions of Employment:

This offer is contingent upon the successful completion of all employment requirements, including verification of education and experience. As a condition of employment, you must possess a valid State of Michigan driver's license and demonstrate sound ethics and judgment in all duties.

Compensation and Benefits:

- **Hourly Rate:** \$20.00 per hour
- **Benefits:** No benefits are offered currently.

This part-time position offers a flexible work schedule and is an excellent opportunity to contribute to the growth and development of our community.

To confirm your acceptance of this offer, please sign and return the enclosed copy of this letter by January 2, 2024. We are excited about the possibility of you joining our team and contributing to the success of the Village of Stockbridge.

If you have any questions regarding this offer, please contact me at 734-260-1579.

We look forward to working with you!

Sincerely,

Heather R. Armstrong
Village of Stockbridge Clerk