

# Village of Stockbridge – Job Posting

## Village Treasurer

Department: Village Clerk's Office

Date Posted: September 29, 2025

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

Job Type: Part-time

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

## General Summary

The Village of Stockbridge is seeking a professional, detail-oriented individual to serve as Village Treasurer. This part-time position plays a key role in managing the Village's financial operations, including accounting, payroll, tax collection, and budget reporting. The Treasurer also assists with administrative and clerical functions in partnership with the Village Clerk and other departments. This role offers flexible scheduling within a supportive, community-focused environment and provides the opportunity to contribute directly to the efficient and transparent management of Village finances.

## Key Responsibilities

### Financial Management:

- Maintain custody of all Village assets, including money, bonds, mortgages, notes, leases, and other valuable documents (excluding official bonds filed with the Clerk).
- Receive and record all funds due to the Village, including taxes and other receivables.
- Maintain accurate records of all receipts and expenditures for Village accounts.
- Track all taxes and funds raised or received, ensuring proper recordkeeping for each fund.
- Process payroll disbursements and file all required state and federal payroll reports.
- Provide updates to the Township Assessor on property assessments and to the County Treasurer regarding tax levies.
- Prepare and submit monthly financial and account balance reports to the Village Clerk.
- Supply department heads with monthly budget status updates and quarterly budget summaries to the Village Council.
- Record and file all expenditure vouchers and settled vouchers with the Clerk.
- Perform other duties as assigned 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 and record utility bills, payments, and account adjustments.
- Maintain accurate utility account records for residential and commercial customers.
- Schedule and manage reservations for Village Hall and park facilities.
- Collaborate with the Village Clerk and other staff on special projects and community initiatives.

### **Skills and Qualifications**

- Excellent organizational and record-keeping skills.
- Strong financial reporting and analytical abilities.
- Ability to clearly communicate complex financial information.
- Strong time management and prioritization skills.
- Proficiency with accounting and administrative software.
- Solid understanding of budget planning and financial management principles.
- High level of ethics, integrity, and confidentiality.

### **Education and Experience**

- High school diploma or equivalent required; college coursework or degree preferred.
- Experience in a municipal or government setting with accounting and administrative responsibilities preferred.
- Experience with BS&A; Software (including BSA Tax platform) strongly preferred.
- Proficiency in Microsoft Office, particularly Word and Excel.

### **Additional Requirements**

- Valid State of Michigan driver's license.
- Ability to maintain confidentiality and demonstrate sound judgment.
- Ability to work effectively with staff, officials, and the public.

### **Schedule**

Monday, Tuesday, Thursday, and Friday: 9:00 AM – 1:00 PM

Wednesday: 1:30 PM – 5:30 PM

Additional hours may be required during tax season.

### **Compensation and Benefits**

Hourly Rate: \$20.00 – \$25.00 per hour (based on experience).

Benefits: 457(b) retirement plan.

No additional benefits currently offered.

## **Application Process**

Interested candidates should submit an application packet including: Cover letter, Resume, and Completed Village of Stockbridge Employment Application.

**Submit to:** Robyn Hanson, Village Clerk, Email: [clerk@vosmi.org](mailto:clerk@vosmi.org)

**Application Deadline:** Open until filled.

## **Join Our Team**

Be part of a dedicated team serving the Village of Stockbridge with integrity, efficiency, and community pride.