



JOB OPENING

VILLAGE CLERK/TREASURER

CLOSING DATE FEBRUARY 23, 2018

The Village of Decatur has a rewarding career opportunity for a Village Clerk/Treasurer. The Village Clerk/Treasurer reports directly to the Village Manager and directs operation of the Clerk and Treasury Department, performs complex administrative and financial duties, maintains official records and serves as the Secretary to the Village Council. The Clerk/Treasurer also has a portion of their time spent interacting with resident's concerns. Those interactions must be positive ones to meet the expectations that the Village of Decatur has applied to this position.

RESPONSIBILITIES

- Oversees front office activities including the collection and distribution of Village Funds.
- Maintains a high level of customer interaction.
- Serves as Clerk of the Village Council and maintains all official Village records.
- Maintains a comprehensive record keeping system.
- Directs the accounting and financial reporting activities of the Village in a manner consistent with established municipal accounting principles and laws
- Fulfillment of FOIA requests
- Supervises one employee

REQUIRED QUALIFICATIONS

- An Associate's Degree in office management, business, bookkeeping, or a related field.
- Three to five years of experience in a Clerk department, other municipal office setting or a related field.
- Certification as a Notary Public, or the ability to become certified.
- Ability to work in a team environment
- Skill in handling difficult customer service and public relations issues.
- Ability to attend meetings during nonbusiness hours.

PREFERRED QUALIFICATIONS

- A Bachelor's Degree in office management, business, bookkeeping, or a related field.
- Experience in a supervisory position
- Certification as a Municipal Clerk, or the ability to become certified

PAY AND BENEFITS

The starting pay for this position is \$42,000 - \$45,000 (DOQ). Family Health Care, Dental, and Vision reimbursement, Life Insurance and a Defined Contribution Retirement Plan is available upon completion of a 3-month probationary period.

QUESTIONS

If you have any questions about this Job Opening, please contact Village Manager Aaron Mitchell at 269-423-6114. You can also email him at amitchell@decaturmi.org.

HOW TO APPLY

Please submit an application at decaturmi.org. Within the application, please upload a cover letter and a current resume.

Only qualified individuals being considered will be contacted for an interview.

The Village of Decatur is an equal opportunity employer