

**Title:** Assistant to the Treasurer & Deputy Treasurer

**Position:** Part-time

**Location:** Davison, MI

**Company/Organization:** Davison Township

**Job Description:** We are currently seeking a motivated and detail-oriented individual to join our team as an Assistant to the Treasurer & Deputy Treasurer. In this role, you will work closely with the Treasurer & Deputy Treasurer to support various financial activities and ensure the smooth operation of our organization's financial systems at the local level.

**Responsibilities:**

- Assist in managing financial transactions and activities.
- Maintain accurate financial records and databases.
- Prepare financial reports and documents as needed.
- Process invoices, payments, and reimbursements.
- Reconcile bank statements and other financial accounts.
- Provide administrative support including scheduling meetings and managing correspondence.
- Collaborate with other team members residents to address financial inquiries and concerns.

**Qualifications:**

- Prior experience in a finance-related role preferred but not required.
- Proficiency in Microsoft Excel and other financial software.
- Strong attention to detail and accuracy.
- Excellent organizational and time management skills.
- Effective communication and interpersonal skills.
- Ability to work independently and collaboratively in a team environment.

**How to Apply:** If you are interested in joining our team as an Assistant to the Treasurer, please submit your resume and cover letter to Tim R Green, Treasurer at [tgreen@davisontwp-mi.org](mailto:tgreen@davisontwp-mi.org) or mail to Davison Township 1280 N Irish Rd, Davison, MI 48423. In your cover letter, please highlight any relevant experience or skills that make you a suitable candidate for this position.

**Deadline for Applications:** March 31, 2024

**Benefits:** We offer a competitive wage based on experience.

We are committed to creating a diverse and inclusive workplace and encourage applications from all qualified individuals, regardless of race, ethnicity, gender, age, disability, or any other protected status.