

Title: Davison Township Treasury Clerk

Location: Davison Township, Michigan

Department: Treasurer's Office

Position Type: Part-Time

Compensation: Determined by the Treasurer

Closing Date: Apply by May 15, 2026

Davison Township is seeking a motivated and detail-oriented individual to join our Treasurer's Office as a Part-Time Treasury Clerk. This position offers the opportunity to work in a supportive, community-focused environment while performing essential clerical and financial duties.

Key Responsibilities:

- **Customer Service:** Provide daily customer support in-person, by phone, and through written communication. Assist with general inquiries and resolve issues related to payments and accounts.
- **Cash Receipting:** Process incoming payments for water/sewer, property taxes, fire authority, cemeteries, parks, senior center, police department, DDA, and building department fees.
- **Payment Processing:** Accept and process payments via cash, check, and credit card at the counter, through mail, and from drop boxes.
- **Reconciliation:** Reconcile daily receipts and ensure accurate record-keeping.
- **Returned Payments & Mail:** Handle returned checks and undeliverable mail; send correspondence as needed.
- **Audit Support:** Assist with the preparation and support of the Township's annual audit.
- **Administrative Support:** Answer phones, scan, copy, fax, file documents, and assist with general clerical duties.
- **Other Duties:** Perform additional assignments as directed by the Deputy Treasurer or Treasurer.

Preferred Qualifications:

- Prior municipal experience is preferred.
- Proficiency in BS&A software and Microsoft Word and Excel.
- Strong 10-key calculator skills.
- Excellent customer service, communication, and organizational skills.
- Ability to handle financial data with accuracy and confidentiality.

** The above statements are intended to describe the general nature of this position and are not to be construed as an exhaustive list of all job duties required. **

To Apply:

Please submit your **resume and cover letter** to:

Travis Howell, Davison Township Treasurer
1280 North Irish Road, Davison, MI 48423 or

thowell@davisontwp-mi.org

Davison Township is an Equal Opportunity Employer. Davison Township does not discriminate on the basis of Race, Sex, Religion, National Origin, Disability or Age.