



FRUITPORT CHARTER TOWNSHIP
5865 AIRLINE ROAD, FRUITPORT, MI 49415

JOB POSTING LEVEL II ADMINISTRATIVE WITH TREASURY FOCUS

FRUITPORT CHARTER TOWNSHIP is seeking a qualified individual to fill a full time position of **LEVEL II ADMINISTRATIVE WITH TREASURY DEPARTMENT FOCUS**. Responsibilities are listed in the attached job description.

Minimum Qualifications: high school diploma (or equivalent), valid driver's license, 2 years minimum office experience including Microsoft Office Software.

Preferred Skills: strong communication skills and customer service, organizational skills, attention to detail, ability to effectively manage change and proficiency with Microsoft Office. BS&A software experience is a plus. Customer service experience as well as municipal office is preferred. The preferred candidate must be able to work independently with the department and meet deadlines.

Pay Range begins at \$15.79 per hour with 40 hour per week expectation.

Fruitport Charter Township is an EEO/AA Employer.

Cover letter and resume should be submitted by 4:30 pm May 20, 2022 to:
Fruitport Charter Township Treasury Department Attn: Rose Dillon.
Information can mailed, faxed, emailed to rdillon@fruitporttownship.com or dropped off at the Fruitport Township Hall during normal hours of operation Monday through Friday 8:00 a.m. – 4:30 p.m.

Posting date: 5/04/2022

TELEPHONE (231) 865-3151
FAX (231) 865-3118
Hours: Monday through Friday 8:00 am – 4:30 pm

Level II Administrative with Treasury Department Focus

General Statement of Duties

Assists the Township in performing a wide variety of office related functions and entering data into multiple computer systems. Performs related duties as required. Works under the supervision of the Township Treasurer.

Statement of Tasks

- Third in chain to answer phone lines
- Communicate in an informative and courteous manner
- Performs general duties to include, but not limited to, photocopying, faxing and filing
- Provide the public with timely, courteous and professional customer service
- General Ledger duties and responsibilities as assigned by the treasurer, including monthly bank and investment recons
- Process Accounts Payable and Receivables as assigned by the treasurer
- Assist treasurer with billing, receipting and balancing summer and winter tax collections
- Routine letters, memos and other correspondence/material for review by the treasurer
- Create invoicing for various needs, including property tax information request forms
- Break down health insurance and fuel invoices per department
- Perform functions of a Notary Public
- Dog License Sales- Assist with issuing new and renewal dog licenses
- Process bi-weekly payroll according to procedures assigned by the treasurer
- Assist treasurer with annual audit
- Assist and perform other duties as assigned by the treasurer
- Cross-trained to handle breaks, vacations, and other possible temporary vacancies for each Administrative II position; such as accepting election forms and water payments

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position and is subject to review and amendment by the Treasurer.

Preferred knowledge, skills, and abilities

- Strong attention to detail and excellent organizational skills required
- Must have the ability to multi-task in a fast paced and deadline driven environment
- Must be able to maintain professionalism and a positive service attitude at all times
- Must be able to work Monday through Friday, 8:00am to 4:30pm
- Requires strong communication skills, both verbal and written, organizational skills, both analytical and problem solving, and the ability to work with confidential documents, including HIPPA requirements
- Knowledge of accounting and payroll practices

Minimum qualifications

- High School Diploma or G.E.D.
- Valid Michigan driver's license and satisfactory driving record
- Previous excellent customer service experience
- Administrative support experience
- Proficient in Microsoft Office suite. Intermediate knowledge of Excel, email and internet
- Ability to use a computer with several software programs, calculator and other related office equipment with excellent data entry skills

Assets: (preferred)

- Some college coursework or business vocational school education
- Previous experience in a municipality
- Previous experience with accounting, A/P, A/R and payroll processes
- Previous experience with BS&A Programs

The Township is committed to providing equal employment opportunities for all individuals and current employees. Hiring, promotions, compensation, transfers, training, and social or recreational activities, etc., are administered without regard to race, color, national origin, religion, age, sex, height, weight, handicap, veteran status or any other reason prohibited by law.