

**Kalamazoo Charter Township Treasurer
Job Description
Part-time**

The office of treasurer is required to receive and take charge of all funds belong to the township or which are required by law to be paid into the township treasury, and to pay over and account for the funds according to law or township board decision.

It is very important that the treasurer diligently maintains accurate records of all revenue and disbursements, promptly deposits all receipts in township approved depositories and invests idle funds in keeping with the Township's investment policy. The treasurer must notify the board if cash balances in any fund become overdrawn or if overdrawing appears imminent. The treasurer must, however, pay out funds on the order of the township board notwithstanding any disagreement concerning the disbursement, provided the disbursement is not clearly a mistake or illegal.

The treasurer may be assisted with the administrative operations for the township, and delegate certain statutorily assigned functions to other full-time and/or part-time employees of the township. It is understood that this assignment does not diminish the treasurer's statutory responsibilities and that these duties may be assumed at the treasurer's discretion at any time.

Generally, the treasurer is expected to be serving in their official capacity 10 to 15 hours per week during normal business hours.

TASKS OF THE TREASURER:

A. Appointment of Deputy Treasurer

The treasurer must appoint a deputy, who serves at the pleasure of the treasurer. In case of absence, sickness, death or other disability of the treasurer, the deputy possesses the powers and performs the duties of the treasurer, except that the deputy does not have a right to vote on the township board. The township board determines the compensation of the deputy. (MCL 41.77 and MCL 211.111)

B. Safekeeping of Funds

The treasurer must receive and take charge of monies belonging to the township, or that is required by law to be paid into the township treasurer's hands by virtue of the office, and must properly credit all money paid out by the treasurer on the order of the proper township authorities. (MCL 41.65)

C. Provide list of depositories

The treasurer shall provide a list of financial institutions authorized to receive deposit of township funds. The list shall be reviewed and approved, with or without amendment, by the township board on an annual basis. (MCL 41.77)

Receive and review investment policy and list of depositories prior to sending to the board for action.

D. Maintain Accounts

The treasurer shall oversee the accurate accounting of the receipts and expenditures of township money in a manner that meets the uniform accounting requirements of the state treasurer. This system must reflect the amount of money belonging to each of the township's funds and be available for public review. (MCL 41.78)

E. Collection of Taxes

The treasurer is the township's agent for collecting taxes. The Treasurer oversees the tax collection process. With respect to the collection of property taxes, the treasurer is required, upon receiving the tax roll and warrant, to mail each taxpayer or their designated agent a statement showing the description, the assessed valuation, taxable value, state equalized valuation of the property taxed and the amount of the tax. (MCL 42.27 and MCL 211.44)

F. Investment of Public Funds

The township board has authorized the treasurer by resolution to invest surplus funds belonging to and under control of the township. (MCL 129.91) The township investment policy will be reviewed on an annual basis by the treasurer.

G. Reconciliation of Bank Statements

The treasurer shall reconcile the township's bank statements with the collection records of the township. This reconciled bank account balance and all cash and investment balances should be reconciled to the general ledger balances maintained by the clerk on a monthly basis. (MCL 41.65 and MCL 41.78)

H. Elected Official

Serves as an elected and voting member of the Charter Township of Kalamazoo Board of Trustees and member of various other boards and committees.