What does a Deputy Treasurer do?

MCL 41.77(5): The treasurer SHALL appoint a deputy, who shall serve at the pleasure of the treasurer. The deputy shall file an oath of office with the township clerk and shall give a bond to the township as required by the township board. The deputy, in case of the absence, sickness, death, or other disability of the treasurer, shall possess the powers and perform the duties of the treasurer, except the deputy shall not have a vote on the township board. The deputy shall be paid as the township board determines. With the approval of the township treasurer, the deputy may assist the treasurer in the performance treasurer's duties at any additional times agreed upon between the board and the treasurer, except the deputy shall not have a vote on the township board.

Beaver Creek Township is looking to appoint a deputy treasurer. Flexible schedule in an office setting Monday-Friday. $13/hour not to exceed 27 hours a week. Candidates need to possess basic math and computer skills and be proficient in Excel. Some duties include; tax collection (real and personal property), check signing, receipts for and deposits township money, investing and reconciles with clerk. This is also a customer service position; you will be assisting tax payers in person by collecting tax payments and answering questions they may have regarding their property. Communication skills are imperative, you must be able to communicate efficiently and tactfully both orally and in writing.

Please drop off resumes in person to 8888 South Grayling Road 49738 or e-mail to treasurer@beavercreektownship.com.