

Spring Lake Township Treasurer  
[www.springlaketownship.com](http://www.springlaketownship.com)  
Deadline: Friday, November 9th 2018

Spring Lake Township is looking for a part-time Treasurer. This position offers flexible hours averaging 10 – 15 hours per week. Some evening meetings are required.

Duties include but not limited to:

- Prepare deposits, checks, invoices, and Township financial statements
- Prepare necessary reports for monthly Township Meetings
- Prepare Township budgets and proposed Levy
- Manage payroll along with PERA
- Manage Township funds and Township Investments
- Assist independent auditors with annual Township audit
- Provide information on financial arrangements for Township Projects

Minimum Qualifications: Degree in Accounting along with experience in Quickbooks and Excel. Ideal candidate has a minimum of 3 years of Gov't accounting background.

Please submit resume to [Melissahanson@springlaketownship.com](mailto:Melissahanson@springlaketownship.com)