

**Douglass Township
Treasurer
Job Description**

To qualify for Township Treasurer, a person must be a Township elector, but property ownership is not required. A person must be a U.S. citizen, at least 18 years of age, and registered to vote and a 'qualified elector' of the Township by the filing deadline. ([MCL 168.342](#)) The Township Treasurer serves as the chief custodian of township funds and is responsible for the receipt, custody, investment and disbursement of all township monies in accordance with Michigan law. The Treasurer ensures the accurate accounting of public funds, oversees tax collection, and provides financial reporting to the township board and the public.

DUTIES and RESPONSIBILITIES: Perform any or all of the following essential functions. (These examples do not include all of the duties which the employee may be expected to perform). The Treasurer shall:

1. Receive, deposit, safeguard, and disburse all township funds as authorized by the Township Board
2. Collect property taxes and special assessments as required by law
3. Maintain accurate financial records and accounts of all township revenues and expenditures
4. Invest township funds in compliance with the Michigan Investment of Surplus Funds Act
5. Prepare financial reports, statements, and summaries for the Township Board and auditors
6. Assist in the preparation and monitoring of the township budget
7. Ensure compliance with the Uniform Budgeting and Accounting Act
8. Reconcile bank accounts and township financial statements
9. Coordinate annual audits and provide documentation as required
10. Maintain records in accordance with Michigan records retention schedules
11. Attend Township Board meetings and provide financial updates
12. Respond to public inquiries regarding taxes, assessments, and township finances
13. Perform related duties as required by law or assigned by the Township Board

ADDITIONAL DUTIES:

1. Work collaboratively with Township Board Members
2. Utilize consensus-building techniques
3. Demonstrate ethical behavior
4. Be aware of what constitutes lawful Township expenditures