



Ross Township is immediately seeking a Deputy Treasurer!

August 1, 2023

- ❖ Must be flexible to the needs of Ross Township, including the following:
  - Full-year role: 8 to 16 hours per week & 16 to 30 hours per week during tax season (*tax statement preparation and payment deadline requirements*)
  - \$18.00/hour
  - Support Ross Township's Treasury duties
  - Answering telephones inside the Township office
  - Proficient with using Microsoft Office; experience with finance and accounting; willing to learn and use BS&A Township software;
  - Serving walk-in guests in a friendly, positive manner
  - Must be a team player inside Township office
  - Must be a Kalamazoo County resident
  - Must meet lawful employment eligibility requirements
  - Employment is subject to criminal background check
  - Complete an Application for Employment today!
  
- ❖ Please submit completed application & resume, with 3 written letters of recommendation to: [office@rosstownshipmi.gov](mailto:office@rosstownshipmi.gov)