



## Ross Township is immediately seeking a Deputy Treasurer!

- Part time flexible hours - 8 to 16 hours per week & 16 to 30 hours per week during tax season, as needed
  - \$18.58/hour
- Performs routine clerical, secretarial, and administrative work in answering phones, receiving the public, and providing customer assistance in a tactful and courteous manner
- Works under the direct supervision of the Treasurer; cashiering, data processing, bookkeeping, assists with all aspects of tax bill preparation and receipt, and other duties as assigned
- Proficient with using Microsoft Office; experience with finance and accounting desired; willingness to learn and use BS&A Township software
  - Must be a team player
  - Must meet lawful employment eligibility requirements
  - Employment is subject to criminal background check

Please submit completed application & resume, with 3 written letters of recommendation to: [treasurer@rosstownshipmi.gov](mailto:treasurer@rosstownshipmi.gov)