

Job description

The following full-time employment posting will remain open until the position is filled.

FINANCE COORDINATOR/DEPUTY TREASURER

Salary: \$60,000-\$75,000 dependent on qualifications and experience.

Do you have municipal finance experience? Do you enjoy Michigan's year-round activities and being part of a thriving community? If you responded yes, then the Saugatuck Township Finance Coordinator position could be exactly the employment opportunity you have been looking for!

Saugatuck Township is located in Allegan County in Southwest Michigan with a population of 3,443 and a total taxable value of just under \$437,000,000. Situated on the sandy east shores of Lake Michigan, Saugatuck Township is a place of great natural beauty close to a wide array of activities, the historic city centers of Saugatuck and Douglas, and the world class beaches and trails of the Saugatuck Dunes State Park.

Saugatuck Township is in search of a Finance Coordinator with experience and self-motivation to learn the nuances of Township finances and fiscal operations.

The ideal candidate will have experience in public sector finance including but not limited to budgets, audits, investments, pension systems and experience with millages and tax increment financing. Advanced training in municipal finance (i.e. MiCPT, CPFA, CPFIM). An individual in this position must have the ability to critically think, analyze data, and engage with stakeholders including the Township Manager and other Department heads, local municipalities, County, and, most importantly, the general public.

Saugatuck Township has adopted core values and is looking for a candidate who will thrive in a tight-knit office environment that prides itself on being resourceful, collaborative, and service oriented. Candidates should review the Township's Strategic Map and Core Values before applying.

Comprehensive benefit package including paid time off, short-term leave, health, dental, vision, and life insurance, employer retirement contributions to a municipal pension plan.

JOB DESCRIPTION: FINANCE COORDINATOR

REPORTING RELATIONSHIP

Receives general supervision by the Township Manager and Township Treasurer.

Supervisory responsibility for the Treasurer's Department

GENERAL STATEMENT OF RESPONSIBILITIES:

Responsible for performing a wide range of accounting and administrative functions to assist the Township Manager and Township Treasurer in efficient operations relating to the Township's finances and tax collection. Also responsible for interacting with the public and receiving and processing payments to the Township.

WORK SCHEDULE AND COMPENSATION

Position is full-time and offers excellent compensation and benefits (health and dental insurance, vision stipend, life insurance, and a retirement plan).

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Assists in maintaining the property tax roll; recording property splits and combinations; adding new assessment districts for water and sewer; recording approved PREs; and balancing tax roll and collections in settlement with Allegan County.
2. Assists in collecting and distributing tax disbursements to outside entities including three school districts, Allegan County, district library, fire district, and other authorities.
3. Completes monthly bank reconciliations for the General Fund, Tax, and Trust and Agency.
4. Support the Township Treasurer with investments to maximize earning potential in accordance with established State law and Township guidelines and policies and monitor performance. Responsible for tracking interest to appropriate fund.
5. Makes cash and check deposits daily and records Credit Card/ACI transactions.
6. Prepares billings for various Township services including semi - annual property tax bills; computes interest and penalties on late payments.
7. Receives, issues receipts and posts cash collections for general fund revenues including tax payments, special assessments, trailer park fees, personal property taxes, and building department application fees or other receipts.
8. Responds to requests for information from taxpayers regarding tax payments and conducts research as necessary to respond appropriately.
9. Assists Manager in development of annual budget.
10. Monitors general ledger and assists Manager in development of necessary Budget Amendments.
11. Performs financial analysis work regarding special projects and prepares corresponding reports; performs additional duties as requested to facilitate effective operations of the Treasurer's office.
12. Assists in annual Audit preparations.
13. Assists Manager in developing and implementing departmental policies and procedures, internal controls, and departmental goals and objectives in accordance with department needs, Township directives and applicable law.
14. Assist Treasurer with annual tracking and reporting to the US Treasury on use of ARPA funds.
15. Monitors changes in tax laws and tax administration more generally through attendance at

workshops, conferences, webinars and other updates.

16. Monitor Treasury Department with respect to budget, supplies, training, and any other needs.
17. Work with Manager on developing annual Treasury Department budget and inform Manager of any significant developments throughout the fiscal year.
18. Performs other duties as assigned.

REQUIREMENTS

Preferred Qualifications for Employment

Requirements include the following:

1. Bachelor's degree in accounting, finance or related field
2. Advanced training in municipal finance (i.e. MiCPT, CPFA, CPFIM).
3. Proficiency with BS&A modules – tax, cash receipting, general ledger, special assessments, and others.
4. Experience in professional accounting or financial management in a municipal setting. CPA desirable.
5. Strong background in General Township finances and fiscal operations.
6. Thorough knowledge of the principles, practices and legal regulations of municipal finance, budgeting, accounting and investing.
7. The Township, at its discretion, may consider an alternative combination of formal education and work experience.

Skills and Abilities to:

- Ability to develop, implement and maintain procedures and processes to enhance efficiency in department operations.
- Skill in responding to public inquiries and internal requests in a timely manner with a high degree of diplomacy, tact, accuracy and professionalism.
- Skill in assembling and analyzing financial data, develop operating and capital budgets, and prepare comprehensive and accurate reports.
- Ability to effectively communicate ideas and concepts orally and in writing, and make presentations in public forums.

- Ability to critically assess situations and solve problems, and work effectively under stress, work on several projects or issues simultaneously, within deadlines and changes in work priorities.
- Skill in leveraging resources and networking with diverse agencies and groups.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with township staff, contractors to the Township, representatives of other governmental units, professional contacts, elected officials and the public.
- Ability to work independently as department head while also closely collaborating and providing support to other administrative departments.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and tax-specific software and databases, and the ability to learn new software programs applicable to the position.
- Consistently demonstrate sound ethics and confidentiality of information.



Saugatuck Township

Strategic Mission

Enhance the Quality
of Life for All

Community Vision

A welcoming,
nature rich community
where people thrive and
are inspired to create a
bright future for all.

10 Year Vision

Be nationally recognized as a
forward thinking local
government that creatively
meets community needs in
infrastructure, sustainability,
land conservation, public
safety and equity.

Core Values

Love of Community

Engaging for positive impact and the greater good.

Resourceful

Maximizing resources with dedicated follow-through.

Forward Thinking

Looking outside of ourselves for inspiration.

Welcoming

Welcoming and embracing the unique contributions of all.

Respectful

Nurturing a culture of mutual regard and courtesy.

Trustworthy

Fulfilling our promises and commitments.

Strategic Pillars



Growth & Development

Balance development with consideration for community well-being and our environment.



Community Investment

Invest in strategic projects that support sustainable development and high quality of life.



Collaborate & Communicate

Strengthen existing community relationships and engage with regional/state/national partners.



Recreation & Transportation

Expand outdoor recreation opportunities and support transportation equity.



Conservation & Restoration

Preserve and enhance our parks, green spaces, woodlands, waterways, waterfront, and natural areas.



Operational Excellence

Hire, retain, develop, and inspire a professional staff committed to making a positive community impact.



Financial Sustainability

Effectively manage assets, use public funds responsibly, and develop a sustainable financial position.

