

Hartland Township
JOB DESCRIPTION

Title:	Treasury Asst	Effective:	04/01/2026
Employment:	Limited, Part-Time	Reports To:	Treasurer
FLSA Status:	Non-Exempt	Pay Grade:	3

Responsibilities

- Provide customer service at the front counter, telephone, email, and regular mail for taxpayers, mortgage companies, tax preparers, lending institutions, other governmental units, banks, title companies, residents, buyers and sellers of homes.
- Sell dog licenses. Balances and creates monthly and annual reports for the county.
- Is in charge of all taxpayer mortgage information within tax program. Keeps mortgage codes up to date within the BS & A software.
- Provide each mortgage company with payment file for both summer and winter tax seasons.
- Receipts into cash receipt system all payments to the township.
- Input tax payments, balance and send tax receipts as requested.
- Process Online Payments
- Balance Petty Cash and process reimbursements under Fifty dollars.
- Mail out and process Tax Deferment Applications.
- Maintain duplicate and snowbird tax bill lists with assessing and mail bills to alternate addresses.
- Assist with Delinquent Personal Tax Collection.
- Process the daily mail.
- Sorting, organizing and filing bank statements and other documents.
- Open and close the office as needed.
- Create and occasionally deliver deposits to the local bank.
- In charge of the organization of the storage room following State of Michigan Retention Guidelines.
- Update office manuals for all department functions.
- Performs any other reasonable activities as required by law or the Treasurer.

Requirements

- Basic knowledge and skills in the use of common office tools and equipment (including job-related software/hardware applications).
- Ability to work flexible hours.
- Ability to read, understand and apply manuals, techniques and written directions.
- Ability to establish and maintain effective working, communicative relations and use good judgment, initiative and resourcefulness when dealing with citizens, property owners, other governmental agencies, Township administrators, officials and staff and the general public.
- Some post-secondary education or training

- One year of office clerical and/or cashier experience
- Valid Michigan driver's license in good standing
- Bondable