

**City of Bessemer**  
**Job Description**  
**City Clerk/Treasurer**

Position Summary: The City Clerk/ Treasurer is responsible for the overall financial management and keeping of legal documents of the City under the direction of the City Council

Duties and Responsibilities:

- Send out and collect property taxes
- Manage City investments within Michigan Municipal Law
- Responsible for all accounting functions, month end financial statements, and assisting auditor for year-end audit
- Conduct all elections according to Michigan Election Law
- Attend and keep minutes of all meetings of the City Council
- Responsible for maintenance and safekeeping of City documents, records, files, etc
- Responsible for collection of all monies owed to the City and timely deposits thereof
- Work with and coordinate responsibilities with County Clerk, County Treasurer, County Equalization Director, City Assessor and other various entities
- Oversee utility billing, accounts payable and payroll.
- Keep up to date on State issues and new laws relevant to City business
- Perform any and all duties and assignment as directed by the City Manager

Qualifications for employment:

- Have knowledge of general accounting procedures, ideally experience in governmental accounting.
- Must have a bachelor's degree in accounting, financing, or a similar field.
- Must have a general knowledge of operating computers and common software.
- Must have the ability to direct and schedule duties and work effectively with other departments, the public, and other governmental agencies.
- Must be able to communicate effectively in writing and public speaking. Must be able to serve the public in a courteous and knowledgeable manner.

City Charter Requirements: The City Charter of the City of Bessemer requires that the City Treasurer role be filled through the City Civil Service Commission. All applicants will be required to take a written examination. Applicants will be rated by the Commission using the following factors: Applicant's Education, experience, test results, oral interview, and moral character.

**Updated 1/19/17**