



Village of Baroda Treasurer Position Posting

The Village of Baroda is currently looking for a Part-time position for the Treasurer department.

Job Description

The Treasurer position works side by side with the clerk of the village to help successfully pay monthly bills, collect taxes, post water bills, payroll, and mainly keep all state paperwork up to date. Plus, once a month meeting to report the Villages funds and answer any questions from the council.

Hours and pay

The hours for the treasurer are not fixed and can be set between the new hire and the Village Clerk. 12 to 18 hours will be the hours needed per week depending on workload and demand. The position starts at \$18.00 an hour with a 90-day review for the decision of a raise. Training hours may go over 18 for the first month or two.

Qualifications

The proper candidate will have a High School Diploma or Equivalent with some experience in accounting. Any background in banking or municipal field work would be a plus but isn't necessary to apply for the position. Please send a resume with an application to the Village.

Benefits- The position is part time and there are no benefits other than make your own schedule.

The Village of Baroda is an equal opportunity employer.

Village of Baroda

9091 First street

Baroda, Mi 49101

(269) 422-1779

Application can be picked up in office daily or print a version from www.barodavillage.org

