

Sumpter Township, MI Employment Opportunity

EMPLOYMENT POSTING

Sumpter Township is currently accepting resumes/applications for **Treasurer's Office Clerk**. This position reports to the Sumpter Township Treasurer (or the Deputy Treasurer in the Treasurer's absence) and is responsible for support of all departmental duties of the Treasurer's office. This position works closely with the Treasurer and the Deputy to provide financial services to the residents and general public. For a job description and further information, please visit our Township WebSite at "www.sumptertwp.org", COMMUNITY/JOB OPENINGS for this position's links.

This is a part-time AFSCME position of 21 to 29 hours per week. Hourly wage is \$20.74. The successful candidate may have experience in Municipal Government, excellent verbal & written communication abilities, strong detail orientation, organizational skills. BS&A user knowledge and experience in Treasury functions is preferred but not required.

Please submit application, resume and cover letter to ATTN: Sumpter Township Treasurer, 23480 Sumpter Rd, Belleville, MI 48111 or drop off your information to the Clerk's Office.

Sumpter Township is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

Internal Posting:

Publish Date - NOR: Associated Newspapers/The Eagle

Publish Date - Ann Arbor News

Public Posting (Twp Boards/Doors, Departments, WebSite/Ch 12):

(External Applications/Resumes accepted after July 22nd, 2021)

July 14th - July 21st, 2021

July 22nd, 2021

July 25th, 2021

July 14th, 2021