

Sumpter Township, MI Employment Opportunity

EMPLOYMENT POSTING

Sumpter Township is currently accepting resumes for **Human Resources Specialist/Finance Assistant**. This position reports to the Sumpter Township Manager and Finance Director. The successful candidate will be responsible for all relative duties of Human Resources, Personnel & Payroll functions within the Township. This position will support the activities of the Township staff, departmental needs and other duties as directed by the Township Manager or Finance Director. For a comprehensive list of duties and further information, please visit our Township WebSite at “www.sumptertwp.org”, COMMUNITY/JOB OPENINGS for this position’s links and further information.

This is a full-time position and offers a competitive compensation package, including a base salary range of \$75,000 to \$85,000 (dependent on qualifications & experience), available benefits such as major medical, dental, optical, retirement investment, and more. The successful candidate will have desired experience in Municipal Government, credentials for the function, excellent verbal & written communication abilities, strong detail orientation, organizational skills and appropriate education & certifications.

Please submit application, resume and cover letter in confidence to ATTN: Sumpter Township Manager, 23480 Sumpter Rd, Belleville, MI 48111.

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.

Posting: August 17th, 2026, until position is filled to;
Township Bulletin Boards, Township WebSite, Facebook, MML, MTA, & Indeed

Publish Dates - NOR: Associated Newspapers/The Eagle: by August 20th, 2026