

|

Napoleon Township, Michigan Job Description Assistant to the Clerk

Employment Package:

- Non-Exempt salary \$35k to \$39k
- Full-time, permanent position (work hours 7 a.m. to 5 p.m. Monday through Thursday)
- Appointed as Deputy Clerk by Township Clerk
- Benefit package begins day 1, which includes optional BCBS Medical and Dental; optional retirement fund participation with contribution match; life Insurance, paid vacation, holiday, and sick time.

Job Responsibilities and Duties:

- Elections: Assist with planning and administering federal, state, county, township, and school elections, including, but not limited to, maintaining the state Qualified Voter File (QVF) system, registering voters, preparing legal notices, processing absentee voter ballots, training election workers, testing election equipment, and providing administrative duties throughout the entire election process, including the day of elections.
- Accounting: Maintain general ledger, journal entries, accounts payable, bank reconciliations, assist with developing yearly budgets, completing budget adjustment entries.
- Human Resources and Payroll: Coordinate hiring paperwork and benefit packages, maintain employee files, calculate withholdings (if any) for optional benefits, Send payroll to outside payroll service provider.
- Cemetery: Communicate with funeral directors or others to arrange for the opening and closing of graves, selling grave sites, headstone foundation work, marking graves, issuing invoices, updating records.
- Freedom of Information Act (FOIA): Assist with fulfilling requests for public records as needed.
- Records Management: Maintain and manage township records and public documents. Prepare various documents and materials including, but not limited to, routine correspondence, legal notices, resolutions, and other township documents.
- Customer Service: Interact with and provide services to township residents at the township office service window.
- Notary Public: Apply for and obtain certification as a Notary and perform Notarial work for the township.

Desired Minimum Qualifications:

- Five years or more of accounting/financial experience
- Three years or more of administrative or executive assistance experience.
- Associate's degree or higher in accounting, finance, public administration, business, or related field; or an equivalent level of training and experience.
- Experience with MS Office (Word, Excel, PowerPoint, etc.) software and the ability to master new technology.
- Ability to manage multiple tasks and work effectively under stress and with interruptions, and within deadlines.
- Skills in problem solving, interacting with public, and customer service.
- Ability to create a friendly work environment and maintain effective working relationships with elected officials and other employees.

Preferred Qualifications:

- Basic knowledge of Michigan election processes.
- Experience with the BS&A software systems.
- Experience working in a municipality.
- Strong accounting skill set.

Application Process:

Please submit a cover letter and resume as soon as possible, no later than Friday, July 23 at 5:00 p.m. to clerk@napoleontownship.us with "Deputy Clerk application" in the subject line. A complete job description is available on the township website, napoleontownship.us. You may also drop off a cover letter and resume in person at the Napoleon Township office; Attention: Clerk

Please note: The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them for the position if the work is similar, related or a logical assignment to the position.