

**Job Title:** Treasury Clerk/Office Aide

**Reports to:** Ken Rhodes

**Updated:** 01/10/25

**FLSA Status:** Non-Exempt—PT

### General Summary

The Treasury Clerk/Office Aide is responsible for supporting daily financial transactions and ensuring the accuracy of financial records. This role involves processing payments, data entry, batching, maintaining cash flow, and answering public inquiries and telephone lines.

### Essential Functions

- Receives and processes all tax and utility payment of walk-in customers
- Processes tax and utility payments by verifying information on the check, verifying checks received against bills, comparing bills sent by owner with account on computer to verify accuracy and entering to computer system.
- Batches and processes cash receipts, includes running a tape of total checks received and balancing
- Answers public inquiries at the counter and on the telephone regarding tax payments, milage rates, special assessments and city policies and procedures
- Responds to public inquiries and requests regarding dog licenses, voter registration, absentee voting, and other services by phone or at the counter
- Opens and sorts mail and separates by utility, tax and miscellaneous payments
- Answers all incoming calls on the City's main telephone line and transfers to appropriate department or individual, or takes a message
- Performs a variety of support tasks such as typing, copying, filing documents, as well as performing other support functions.

### Employment Qualifications:

**Education:** High school diploma or GED.

**Preferred skills:** Excellent Customer Service/Communication skills, Mathematical knowledge, Proficiency with Microsoft Word & Excel, and strong attention to detail



Submit Application, Resume, and Cover Letter to: Sturgis City Hall, 130 N. Nottawa St.  
or via email to: [sburkhead@sturgismi.gov](mailto:sburkhead@sturgismi.gov) Applications are available at City Hall  
or on our website at [sturgismi.gov/HR](http://sturgismi.gov/HR)

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