

Deputy City Treasurer/Admin. Assistant

City of Montrose, Michigan

Pay: \$20.00–\$25.00/hr. based on qualifications

Employment Type: Part-Time, 20-30 hr. per week, on-site/in office

Reports To: City Treasurer and City Manager

Position Summary

The City of Montrose is seeking a dependable, organized, and detail-oriented individual to serve as **Deputy City Treasurer**. The Deputy Treasurer assists the City Treasurer/Finance Director with the daily operations of the Treasurer's Office, including financial administration and recordkeeping.

The ideal candidate will have strong organizational skills and attention to detail, the ability to maintain confidentiality, and a commitment to providing professional and courteous service to the residents of Montrose.

Essential Duties and Responsibilities

- Support the City Treasurer with the daily operations of the Treasurer's Office, including tax billing, year-end procedures, audits, and other financial reporting responsibilities.
- Provide professional and courteous customer service to residents, property owners, businesses, and members of the public.
- Receive and process payments for taxes, utility bills, fees, permits, and other City charges.
- Maintain accurate financial records, receipts, deposits, and account information.
- Assist with the collection and processing of property taxes and other municipal revenues.
- Assist with preparation of bank deposits and reconciliation of financial records.
- Maintain and organize financial files, records, and supporting documentation.
- Assist with delinquent account and tax collection processes as directed by the City Treasurer.
- Respond to questions regarding tax bills, utility bills, payments, balances, and other Treasurer's Office matters.
- Prepare correspondence, reports, notices, and other financial or administrative documents.
- Assist with annual tax billing, year-end procedures, audits, and other financial reporting responsibilities.
- Work with other City departments, financial institutions, auditors, and governmental agencies as necessary.

- Maintain confidentiality of financial, personal, and other sensitive information.
- Operate computers, financial software, payment systems, and other office equipment.
- Perform other duties as assigned by the City Treasurer.

Qualifications

Required:

- High school diploma or equivalent.
- Strong organizational and administrative skills.
- Strong mathematical and basic accounting skills.
- Excellent attention to detail and accuracy.
- Excellent verbal and written communication skills.
- Ability to interact professionally and courteously with the public.
- Basic proficiency with Microsoft Office and common computer applications.
- Ability to learn municipal financial systems, procedures, and applicable laws and regulations.

Preferred:

- Previous experience in municipal government, accounting, bookkeeping, finance, or an administrative position.
- Experience with property taxes, utility billing, accounts receivable, cash handling, or financial recordkeeping.
- Familiarity with Michigan municipal government and local government financial procedures.
- Experience working with accounting or municipal financial software such as BS&A

Knowledge, Skills & Abilities

The successful candidate should demonstrate:

- Excellent attention to detail and accuracy.
- Strong mathematical and problem-solving skills.
- Strong organizational and time-management abilities.
- Professional communication and customer-service skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to accurately handle cash, payments, and financial records.
- Ability to prioritize multiple responsibilities and meet deadlines.
- Ability to learn new software, procedures, and regulations.

Compensation

\$20.00–\$25.00 per hour, depending on qualifications and experience.

Hours: This position has the potential for flexible hours. Our offices operate Monday through Thursday from 8:00am-6:00pm, closed on Fridays. A successful candidate will have considerable freedom to determine a regular working schedule that works best for them.

How to Apply

Interested candidates should submit a **resume, cover letter, and 3 professional references** to:

City of Montrose

Attn: City Treasurer
139 S. Saginaw St.
Montrose, MI 48457

Resume, cover letter and references may also be submitted by email to:
manager@cityofmontrose.us

Application Deadline: Nov 2nd, 2026. Or until filled,

The City of Montrose is an Equal Opportunity Employer.

The City of Montrose reserves the right to modify the duties and responsibilities of this position as organizational needs require.