

## **City of Charlotte**

### **Deputy Treasurer**

We are seeking an enthusiastic accounting professional to join our team as the Deputy Treasurer for the City of Charlotte. This person will serve in a key role in the Finance/Treasury department. The ideal candidate will have 3-5 years municipal experience with fund accounting and an associate degree preferred. You will be responsible for a variety of complex and responsible tasks associated with the collection of fees and taxes; biweekly payroll processing and required reporting; and utility billing. As part of the team of front-line customer service for the City you will answer inquiries by phone and email, and provide in-person services. This role assists the Finance Director/Treasurer, and may be required to act in his/her absence. Employee in this role is a member of the SEIU union.

The starting salary range for this position is \$23.80 to 28.22 per hour, with yearly increases as provided for in the collective bargaining agreement. DOQ/E. Excellent benefits including health, vision, and dental; MERS hybrid retirement plan; and paid holidays and leave time. Resumes are being accepted until position is filled. First round of applicants to be reviewed on January 7, 2025. Interested candidates should submit a cover letter, resume, and complete application via mail/drop box to City of Charlotte, Attn Human Resources, 111 E Lawrence Ave, Charlotte, MI 48813 or via email: [mlarocque@charlottemi.org](mailto:mlarocque@charlottemi.org)

Charlotte is an equal opportunity employer.