

**MARSHALL TOWNSHIP
ASSISTANT TREASURER**

Purpose:

Primary responsibility of the Accounts Payable function for the Township of Marshall and the Marshall Township Municipal Sewer Authority (MTMSA). Primary responsibility for the maintenance and billing of developer cash escrow accounts for the Township. Assists the Treasurer and Finance Director with billing, financial reporting, budget analysis, and other special projects as directed.

Tasks:

- Matches invoices with supporting information and inputs to the Township accounting system, ensuring proper approvals, account coding, and timely payment.
- Prepares checks/wire transfers for all Township funds and MTMSA, and obtains required signatures.
- Maintains files for vendors, W-9's, and paid invoices.
- Processes receipts for MTMSA and posts into the Visutil system.
- Prepares all fee invoicing for Township developer escrow accounts on a monthly basis, and maintains the individual escrow account statements.
- Assembles the monthly packets for the MTMSA Board of Supervisors and maintain the MTMSA Minute Book.
- Assists with the Township's documentation of its MS4 (Municipal Separate Storm Sewer System) program efforts, and provide assistance with the program and related compliance audits.
- Assists with the MTMSA Billing Clerk duties, which requires strong customer relationship skills.

Knowledge, Skills, Other Characteristics:

- Knowledge of governmental/fund accounting and the accrual basis of accounting. Bachelor's or Associates degree in Accounting or Finance a plus.
- Experience performing Accounts Payable functions preferred. Skill in preparing, reviewing, and entering financial transactions in a computer system required.
- Knowledge of materials and equipment used in a business environment, such as personal computers, automated accounting systems, spreadsheet and data base applications, calculators, fax machines, and scanners. Experience with Excel and Word in a Windows environment required. Experience with the Edmunds accounting system a plus.
- Strong organizational and mathematical skills, with attention to detail.
- Knowledge of maintaining grant records and preparing management level reports.
- Knowledge of proper English usage, grammar, vocabulary, and spelling. Ability to communicate with all levels of personnel. Skill in establishing and maintaining effective working relationships with Township Board of Supervisors, Township Manager, agencies, vendors, and the general public.
- Ability to set priorities to meet established, as well as changing, deadlines.