City of Manton

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www.mantonmi.org

Joseph Grzybowski
Mayor

City Commission

Demetrius Atwood
William Bates
Sue Fullerton
Nichole Johnson
Dick Raymer Jr.
Jessica Wilkins

Position Available

City Treasurer

The City of Manton is accepting resumes for the position of City Treasurer. The City of Manton is seeking a detail-oriented professional who will bring technical competence and financial acumen to the City Treasurer's office. Candidates should be a person of exceptional character and integrity – someone who possesses the highest ethical standards and understands that they will be entrusted with the public's funds.

Must have graduated from high school supplemented by college work in accounting and business administration. Applicants with knowledge and experience with BS&A software and Microsoft Office applications are preferred. Municipal experience preferred. Must be able to work in a team setting, interact with the public, maintain attention to detail, coordinate multiple tasks, and can adjust to changing priorities and work within firm deadlines. Strong customer service skills along with cash handling experience are necessary. The City of Manton, at its discretion, may consider an alternative combination of formal education and work experience.

The Treasurer position is being offered at the hourly rate of $19 with a benefit package to include the following: Vacation, Paid Time Off (PTO), Paid Holidays, Health Insurance and MERS Hybrid Retirement. A detailed job description is available on the city's website at www.mantonmi.org or by request to the City Clerk.

Candidates are required to send a letter of interest, current resume listing qualifications, and provide a minimum of three, current, professional references to the City Clerk at clerk@mantonmichigan.us or at City Hall 306 W Main Street Manton, MI. The City of Manton is an equal-opportunity employer and provider. Applicants must possess a valid driver's license and are subject to a background check.