

The Village of Morrice is seeking applicants for a part-time Treasurer (16-20 hours per month). Starting salary is \$400.00 per month. Applicant must be able to perform a wide range of duties, including but not limited to, depositing receipts, signing checks, preparing monthly financial statements, and preparing the annual budget. Must be able to respond to work demands as needed. An accounting or related degree is preferred, but experience in this field will be considered.

Applicant must be able to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with other employees and the public. Must be able to work effectively to meet deadlines and changes in work priorities. For more information, please see the attached Village of Morrice Treasurer: Job Description document.

Minimum Requirements for application:

1. High School diploma or equivalent.
2. No felony record.
3. Pass a reasonable background review.

For questions or clarification please feel free to contact the Village Clerk at 517-625-4170. Please submit your application (available at Village Hall or on the Village website at [www.morrice.mi.us](http://www.morrice.mi.us)) **and your** resume, with references, to one of the following:

Fax to: 517-625-8294

Email to: [clerk@morrice.mi.us](mailto:clerk@morrice.mi.us)

Mail to:  
Village of Morrice  
P.O. Box 315  
Morrice, MI 48857

Drop off at:  
Village of Morrice Hall  
401 N. Main Street  
Morrice, MI 48857

## Treasurer, Village of Morrice

### Job Description:

1. Bank deposits (Weekly, 2 to 3 hours)
  - a. Verify cash and checks for each deposit agree with cash receipts
  - b. Prepare bank deposit slips
  - c. Write receipt to clerk for cash, checks, and credit card receipts
  - d. Take deposits to bank or arrange for designated village employee to do so.
2. Sign weekly payable checks that the clerk prints (1-3 hours)
  - a. Review checks and bills to determine if correct
  - b. Sign checks
3. Payroll (Bi-weekly, 1 hour)
  - a. Verify accuracy of payroll
  - b. Make electronic federal tax deposit
  - c. Approve payroll electronic funds transfer, if required
4. Monthly journal entries (Monthly, 1 hour)
  - a. Enter standard journal entries into QuickBooks for each fund required
  - b. Review preliminary QuickBooks financial statements to determine if other journal entries are required. Compare current month and YTD balances to Budget and/or prior months/prior year
5. Monthly QuickBooks financial statements (2 hours)
  - a. After all required journal entries are entered, generate, and print financial statements for each fund (balance sheet, income statement, and cash flow statements)

- b. Prepare cash balance report that shows cash balance of each fund for the end of the month
- c. Give financial statements and Cash Balance report to Clerk to distribute in meeting packet

#### 6. Quarterly budget review (2 hours)

- a. Schedule meeting of budget committee after consulting with all members (usually done at village council meeting)
- b. Lead budget review meeting to ascertain:
  - i. If any accounts are significantly over/under budget
  - ii. Investigate significant variances to determine if something is missing from the financial statements or why there is a variance. Plan recommendations for corrective action if the committee decides it is necessary
  - iii. Report any findings of the budget committee at the next council meeting (usually council members that are on the committee will make report and ask for your input if required)

#### 7. Annual Budget

- a. Prepare budget work papers to assist budget committee. All funds will need a budget work paper; some more detailed than others. (4-6 hours in November)
  - i. Export current year actual and budget income statement to Excel to assist in calculations
  - ii. Prepare payroll budget work paper in Excel to budget labor
  - iii. Collect information on planned capital spending from council and department heads (police, DPW, park)
- b. Meet with budget committee to budget each line of each fund. (2-3 hours)
- c. Enter suggested budget amounts into budget Excel worksheets and determine if any will need revision. Take suggested revisions to

budget committee meeting when it meets again, usually during the first couple of weeks in January. (2-3 hours)

- d. Present proposed budget to council at council meeting for discussion. Council members will probably ask questions and make recommendations. If a substantial number of changes are requested, you will probably have to make the changes at a later date and present the budget again at the following council meeting. At some point prior to the fiscal year end, the council will approve the budget for the next year.
  - e. Prior to the last council meeting of the fiscal year, prepare an amended budget that will eliminate any negative variances to the budget for the current year. Council will vote to accept the amended budget before the end of the fiscal year.
8. Prepare quarterly 941 and other payroll filings (1-2 hours)
  9. Prepare W-2's and other year-end payroll filings (2-3 hours)
  10. Assist clerk in up-dating payroll tax rates in QuickBooks
  11. Prepare any reports required for government grants (varies year-to-year)
  12. Prepare annual Citizens Guide/Performance Dashboard to be filed with the State of Michigan (3-4 hours)
  13. Assemble information for annual audit that the auditors request and answer questions they may have (2-3 hours)