

Caledonia Charter Township

135 N. State

Owosso, MI 48867

Township Treasurer Posting

Caledonia Charter Township is seeking a Treasurer to perform various tasks in support of the Township's Treasurer Department. Duties include, but not limited to, providing information and assistance, receiving and processing cash receipts, balancing daily receipts, preparing various reports, preparing the daily bank deposits, maintaining bank accounts, preparation of the Finance Control Book, maintaining various department files and any other tasks related to the treasurer department. The position pays approximately \$20,000.

To apply, send a letter of interest, resume and employment allocation to:

Caledonia Charter Township

Amy Holek, Supervisor

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Opening Date: June 6, 2023

Closing Date: June 20, 2023 by 5pm