

## Treasurer Position City of Caspian

9/6/18

Position:

Treasurer/Deputy Clerk

Employer:

City of Caspian

Hours of Operation:

7am to 12:30pm (lunch) 1pm to 3:30pm M-F

Organization of Government:

Council/Manager

Population:

906

Compensation/Benefits:

Based on qualifications / DOQ (Depending on qualifications) **Full Benefits** include sick, vacation, and personal days, 401K matching 5%, health insurance, yearly HSA contribution, life insurance, deferred compensation plan available, and no nights or weekends.

Open until filled: Needs to be filled immediately.

To apply submit a resume of education, qualifications, references and experience to John Stokoski Caspian City Manager to P.O. Box 273, Caspian MI 49915.

jstokoski@caspiancity.org

City of Caspian, located in the Upper Peninsula of Michigan, in Iron County. The City is seeking applications for a Treasurer. This will be a full time position, and the applicant will be hired by the City Commission, and report to them, and the City Manager. This position is responsible for many financial aspects of the City including helping with budget preparation, accounting, printing off and collecting of property taxes and utility bills, and any other revenue due to the City, calculating capture of tax increment revenue, payroll processing, benefits management, and is also responsible for all other financial and treasury duties. (Refer to Caspian City Charter on [caspiancity.org](http://caspiancity.org) website Chapter 6 Administrative Services Section 6.7 a through e. for duties of treasurer.) Minimum of 5 years experience desired. Associates degree in finance, accounting, public administration or related field preferred. Experience with BS&A Software, and QVF preferred. Good communication skills are required. Background check and random drug testing will be required.

**Pay**

Depending on qualifications for probationary period which is 90 days \$16 per hr. Current pay is \$20.79 per hour. Get paid every week.

**Retirement**

MERS Defined Contribution plan which is a 401K with the City contributing 5%.  
Deferred Compensation Plan available through employer (automatic deduction).

**Vacation/Sick/Personal Time**

1 year to 4 years = 2 weeks

5 years to 10 years = 3 weeks

11 years or more = 1 additional day per year to a maximum of 20 days

**Health Ins.**

We have Blue Cross Blue Shield of Michigan of which the employee pays 20% out of pocket (ie each week it is automatically deducted). We also get an HSA plan and the City gives a single person \$3000 per year and a married couple \$6000 per year.