

Muskegon Township Treasurer Posting

The Treasurer manages the day-to-day operations of the Finance Department, including budget preparation, policy development and interpretation, and preparation of financial reports, and provides assistance on strategic and tactical matters related to budget management, cost benefit analysis, financial forecasting, long range financial planning, and securing new funding. The Treasurer effectively and efficiently monitors the Township's financial resources and seeks methods of improvement to better serve internal and external customers. The Treasurer is responsible for tax billings, collections and disbursements to various jurisdictions, annual property tax settlement with Muskegon County, and administration of the Township's cash and investment programs with the goal of protecting the Township's funds.

The Treasurer also works closely with department employees, other department directors, the Township Attorney, Township Board, and area Treasurers.

Essential duties:

- Manages the utility billing program to achieve high levels of customer service; monitors utility revenues; periodically works with staff and consultants in conducting utility rate studies; and oversees cash receipts for utility payments.
- Manages and directs the annual operating and 5-year capital improvement (CIP) budget preparation and process in coordination with other operating departments and assists in the preparation in the budget document for submittal to the Township Board.
- Provides financial policy guidance and analytical support to special projects, including development related agreements and economic development projects, such as grant funding.
- Supervises and participates in the development of periodic financial reports to the Township Board and other governmental and regulatory bodies. Prepares budget projections and forecasts.
- Works with independent auditors in conducting the annual audit of the Township; monitors and participates in resolving audit issues; reviews drafts for accuracy; and follows up and reports on implementation of auditor findings.
- Ensures that the expenditure of Township funds and underlying purchasing and expenditure processes are done within state, county, and local legal requirements; provides for appropriate internal control; and recommends improvements as needed.
- Manages the Township's treasury management program that invests Township funds in accordance with state laws and written investment policy; monitors investment and market trends to ensure appropriate safety, liquidity and yield of Township funds; and provides adequate cash flow for routine and capital expenditures.
- Oversees and directs debt administration to ensure compliance with all bond covenants; plans funding requirements that minimize long-term debt requirements; coordinates positive relationships with financial advisors, bond counsel, rating agencies, bond insurers, and underwriters that enable favorable debt terms and costs; and ensures arbitrage requirements are met.

Ideal Candidate:

Muskegon Township seeks a creative, visionary municipal professional with an outgoing personality, exceptional interpersonal skills, and a commitment to customer service excellence to be its next Treasurer. The ideal candidate will be a mature, thoughtful, ethical, highly disciplined, steadfastly strategic, collaborative, and results-driven individual who will inspire and motivate others by example.

The chosen candidate will possess a broad knowledge of the operations of municipal finance planning, budget setting, and capital projects funding. The selected candidate should also be well-versed in the principles, practices, and theories of municipal finance and all applicable federal, state, and local laws, statutes, and regulations. The new Treasurer will have the knowledge, skills, and ability to provide guidance in municipal budget preparation and administration.

The new Treasurer must have highly developed problem solving, project management, performance management, and presentation skills. An ability to identify and co-opt best practices, embrace emerging technology, increase professionalism, and promote innovation is extremely important. The ability to promote teamwork, fully articulate expectations, delegate responsibility with clarity, and create a culture of accountability will be essential. The Treasurer will demonstrate fairness, honesty, and ethical and legal awareness in personal and professional relationships and activities and will foster ethical behavior throughout the department through personal example, management practices, and training.

An exceptional listener and highly effective communicator, the new Treasurer will communicate directly and frankly, but always positively and respectfully. Must have outstanding oral and written presentation communications skills. The successful candidate will be a seasoned manager with knowledge of the principles of supervision, coaching, counseling, training, and performance evaluations. The person selected will be politically savvy, but never political, and must be a highly effective negotiator and mediator who can build consensus and forge strategic partnerships, internally as well as externally. The ability to establish and maintain positive, trusting, and highly productive relationships within and outside Township Hall is essential.

How to Apply:

To apply for the Treasurer position, please send a résumé and cover letter to:

Muskegon Charter Township
Attn: Supervisor Jennifer Hernandez
1990 E Apple Avenue
Muskegon, MI 49442

Résumé and cover letters will be accepted until 4:00 p.m. on March 29, 2019. Applicant must reside and be a registered voter in Muskegon Charter Township to be eligible for the position. This is an elected office and the successful applicant will be required to run for office in the regular election cycle of 2020. Any questions about the position can be directed to Supervisor Hernandez at the above address, or by phone at 231-777-2555 x1139.