Job Posting – Treasury Clerk

Pay Range:

$18.00-$20.00 per hour depending on experience. In office, 40 hours a week, Monday-Friday.

Benefits:

The City of Berkley offers a competitive benefit package including low deductible, no premium medical insurance, dental and vision, paid time off, short term and long-term disability, life insurance, and a generous 401 (a) match.

Duties:

- Receive and process payments for taxes and billing. Handle cash, checks and credit card payments. Issue receipts and main a balanced cash drawer. Receipts incoming monies and maintains the customer service desk.
- Handles telephone, front counter and written inquiries. Provides information and refers customers to proper City employees or departments when necessary.
- Interacts daily with other City employees, residents and contractors in order to provide effective customer service. Assists in the training of departmental staff members as directed
- Responds to requests for information from the public, financial institutions, and City administration.
- Maintains thorough knowledge of municipal government operations, City organization, other City departments, regulations, procedures, and personnel.
- Processes invoices, including verification, entering data, running reports, preparing for payment, and any related follow-up work.
- Serves as the Utility Billing Clerk Backup.
- Performs various bookkeeping tasks in support of the finance function as determined and directed by the Finance Director/Treasurer.
- Other duties as assigned.

Requirements:

- Highschool Diploma or Equivalent.
- 1-2 years as a Clerical Cashier or other related experience preferred.
- Skill in maintaining accurate records, preparing comprehensive financial reports, and performing mathematical computations quickly and accurately with the ability to maintain attention to detail and reconcile financial accounts.
- General knowledge of the structure, policies, procedures, and regulations of municipal government, with the ability to learn specific departmental policies and procedures.
- Knowledge of general office operations, cash management, cash receipting, bank reconciliation, utility and tax billing, and clerical municipal procedures and practices.
- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies, preferably with intermediate to advanced computer skills with knowledge of BS&A.
- Able to establish effective work relationships and use good judgment, initiative, and resourcefulness when dealing with the public, business, and community interests, elected officials, other employees, and professional contacts.
- Able to effectively communicate and present ideas and concepts orally and in writing.
- Able to solve problems and work effectively under pressure, within deadlines, and changes in work priorities.
- Valid State of Michigan Driver's License.

To Apply:

Please submit a completed application to Human Resources Director Jessica Stover at hr@berkleymi.gov . Applications must be submitted via email.

Applications can be downloaded on the City website located at: https://www.berkleymi.gov/employment

EEO/ADA Statement:

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Berkley does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 658-3356 or Jstover@berkleymi.gov if auxiliary aids or services are needed. Reasonable advanced notice is required.