

# CITY OF ECORSE

## JOB DESCRIPTION

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**TITLE:**       **TREASURY CLERK, FULL TIME**

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**DEPARTMENT:**       **Treasury**  
**DIVISION:**         **Treasury**  
**REPORTS TO:**        **City Administrator, City Treasurer**  
**UNION/NON-UNION:**   **Union- AFSCME**  
**UPDATED:**         **March 2015**

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**HOW TO APPLY:**   Resumes and applications must include work experience. Send resume and application to The City of Ecorse, 3869 W. Jefferson, Ecorse, MI 48229, and Attention: Human Resources. Applications accepted until March 23, 2015.

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**JOB SUMMARY:** Under the general supervision of the Treasurer or assigned Department Head, performs various clerical duties. This position may be assigned to various Departments or projects throughout the year as needed.

### **ESSENTIAL FUNCTIONS:**

- Collect tax and water payments, and all other revenues of the City.
- Record tax collections on tax rolls
- Post all cash receipts to the computerized cash receipts journal.
- Reconcile daily cash.
- Prepare daily banking, including deposits for the Water and Cash Receipt's.
- Receive payroll checks for the Treasurer's signature.
- Works with the public

The above statements are intended to describe the general nature and level of work which may be performed. They are not to be construed as an exhaustive list of all job duties performed.

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### **MINIMUM QUALIFICATIONS and REQUIRED KNOWLEDGE, SKILLS, EXPERIENCE & ABILITIES:**

**Education:**   Possession of a High School Diploma or its equivalent with supplemental courses in business, computer science, and data entry. An associate's degree is preferred.

**Experience:** A minimum of two years clerical experience with an emphasis on accounting and point of sale. Knowledge of Microsoft Office which includes but is not limited to Microsoft word, outlook, excel, etc. Previous experience with cash receipting required. Must have experience working with the public and have good public relations skills.

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