

VILLAGE OF BROOKLYN

Village Treasurer Position Description

(Revised 12/14/2022)



Supervised by: Village President
Reports to: Village Manager

Legal Authority

The Village Treasurer is appointed by Village Council, which reviews all appointments annually prior to the start of each calendar year. The Village Treasurer position is established by a statute of the State of Michigan, that being the General Law Village Act; Public Act 3 of 1895, as amended. For the Village of Brooklyn, the Treasurer position is enacted by the Code of Ordinances, Chapter 2 – Administration, Sec. 2-101 – Sec. 2-104.

Position Expectations

The Village Treasurer is expected to attend Village Council meetings on the second Mondays of each month (except holidays when meetings may be cancelled or rescheduled) at 6:00 p.m. and work sessions (Special Council meetings) pertaining to the annual budget process (generally during April or May). The Village Treasurer is also expected to participate with the Village Auditor in the annual audit following the close of the fiscal year on June 30 (generally during August or September).

It is anticipated that the Village Treasurer position will entail an average of 10-15 hours per week to start and less as duties are defined, including the seasonal time spent on the budget and audit. The other position functions will occur as described below.

Essential Job Functions:

The Village Treasurer may be expected to perform any or all the following essential functions. Due to the continuing evolution of municipal government, the functions listed do not necessarily comprise all the duties which the Village Treasurer may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Serves as the chief financial officer of the Village by providing oversight of the Village Manager, Office Clerk, Office Assistant and Village Council in all matters of budgeting and finance (Monthly; ongoing).

2. Assists the Village Manager in the development and oversight of budgets for all funds, including assurance that an annual budget hearing is held and proper notice has been given (April-May; budget amendments).
3. Participates in annual audits, meeting when requested with the auditors (Annually).
4. Provide oversight for Internal Controls policy and procedures, including assigning and periodically changing passcodes through BS&A for the Clerk/Office Clerk, Office Assistant, and DPW Director (Ongoing).
5. Reviews tax assessment rolls, unless conducted by Columbia Township personnel, and oversees the collection of all taxes (June-September).
6. Reviews payables, approves all expenditures and, as a co-signatory on all accounts, signs checks when requested (Twice monthly).
7. Reviews monthly financial statements prior to approval by Village Council (Monthly).
8. As custodian of funds, in consultation with the Village Manager, ensures that surplus funds are invested appropriately (2-4 times per year).
9. Attends all meetings of the Village Council; specifically, the second Monday of each month (except holidays when meetings may be cancelled or rescheduled) at 6:00 p.m. (Twice monthly). Attends Special Village Council meetings that may be scheduled as budget work sessions (April-May).
10. Statutory duties including:
 - a. Custody of all money, bonds other than official bonds filed with the Clerk under the Code of Ordinances, Chapter 2 - Administration, mortgages, notes, leases, and evidence of value belonging to the Village (As needed).
 - b. Provide oversight to the Office Clerk pertaining to receipt all monies belonging to and receivable by the Village, including reviewing bank reconciliations (Monthly).
 - c. Provide oversight to the Office Clerk in keeping an account of all receipts and expenditures, including review of financial statements and journal entries (Monthly).
 - d. Provide oversight to the Office Clerk in the collection and accounting for each fund of all taxes and money appropriated, raised, or received for each fund of the Village (Monthly).
 - e. Payment authorization and disbursement for all funds to assure activities are within the approved budget and expenditures are attributed to the proper fund (Twice monthly).
 - f. Perform duties prescribed by the General Law Village Act (Public Act 3 of 1895, as amended).

Desirable Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions

of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Education requirements include a college degree or equivalent and appropriate understanding of accounting, budgeting and reporting.
- Knowledge of the Village Code of Ordinances (Chapter 2 – Administration) and Village policies pertaining to finance.
- Skill in using standard office equipment, including computers and financial accounting software; preferably BS&A software.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Public Finance experience; municipal finance preferred.
- Experience with dealing with organizational retirement systems with the ability to understand actuarial valuation reports and evaluations.
- Ability to comprehend and interpret debt service management.
- Ability to advise the Village Manager and Village Council on optimal investment options.
- Experience with facilitating an audit of a small/medium organization; municipal audit preferred.
- Experience with public lending and bonds.
- Knowledge and/or experience with corporate or municipal budget creation.