



Now Hiring: Part-Time Treasurer *Village of Elberta*

The Village of Elberta is seeking qualified applicants for a part-time position:

- **Treasurer (16 hrs/week)** — appointed official

These roles are essential to the Village's financial and administrative operations and must adhere to Michigan laws, the General Law Village Act, GAAP, GASB, and all relevant financial and tax regulations.

Treasurer Minimum Qualifications: Degree in accounting or related field from an accredited institution – Minimum 2 years of relevant experience – Proficiency in office systems, Excel, accounting/bookkeeping software – Strong planning, organization, and judgment skills – Ability to collaborate effectively with staff, officials, and the public – Must be bondable and obtain Notary Public certification within 1 month

Preferred (Treasurer): Experience with BS&A software – Municipal accounting background – Knowledge of Michigan statutes and local government operations

Compensation: Based on experience.

To apply, send a letter of interest and résumé to: **Rachel Perkins, Clerk:** clerk@villageofelberta.com

Job descriptions and additional details available at: www.villageofelberta.com