

GENERAL APPLICATION FOR EMPLOYMENT

TOWNSHIP OF RICHLAND

The Township of Richland is an Equal Opportunity Employer and shall not discriminate in the hiring, promotion, discharge, pay, fringe benefits, or other aspects of employment on the basis of race, color, religion, sex, marital status, or national origin. In accord with the Americans with Disabilities act of 1990, reasonable accommodations will be made to enable qualified individuals with disabilities to perform essential job functions. Requests for reasonable accommodations or assistance with the application and selection process should be addressed to the Township Manager located at 1180 North Hemlock Road, or by telephone at (989)642-2097

Name Last _____ First _____ Middle Initial _____

Address Street _____ City _____ State _____ Zip _____

Last Previous Address Street _____ City _____ State _____ Zip _____

of years at current address _____ # of years at last previous address _____

Telephone Home () _____ Other () _____

Social Security # _____ Driver's License # _____ State _____

Military Service: Are you a veteran of the U.S. Armed Forces? _____ Branch _____

Dates of duty: from _____ to _____ Rank at discharge _____

EDUCATION

	Name and Address	Course of Study	# of Years, or Credit Hours Completed	Type of Diploma, or Degree Received
High School				
College				
Other (Please Specify)				

Please indicate whether you prefer full-time or part-time: _____ Full-Time _____ Part-Time

EMPLOYMENT EXPERIENCE (List Most Recent Employer First)

Dates Employed		Employer
From	To	Address
		Telephone () _____ Supervisor (Name & Title)
Hourly Rates/Salary		Work Performed
Starting	Final	
		Reason for Leaving

Dates Employed		Employer
From	To	Address
		Telephone () Supervisor (Name & Title)
Hourly Rates/Salary		Work Performed
Starting	Final	
		Reason for Leaving
Dates Employed		Employer
From	To	Address
		Telephone () Supervisor (Name & Title)
Hourly Rates/Salary		Work Performed
Starting	Final	
		Reason for Leaving

May we contact the employers listed above? _____

PERSONAL REFERENCES (Exclude Relatives)

Name	Telephone ()
Address	
Name	Telephone ()
Address	
Name	Telephone ()
Address	

I certify that answers given herein are true, complete and correct to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary to arriving at an employment decision. I understand that any false or misleading information given in my application or interview(s) may result in termination of further consideration or discharge, in the event of employment.

SIGNATURE OF APPLICANT _____ DATE _____

RICHLAND TOWNSHIP

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**1180 NORTH HEMLOCK Road
Hemlock, MI 48626**

RELEASE AND AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern:

I hereby authorize the Township of Richland, Michigan, Manager and/or Police Chief or his/her designee bearing this Release, or true copy thereof, to obtain any information from the recipient of this document, pertaining to my employment, military, credit or educational records including, but not limited to, academic, achievement, attendance, athletic, personal and disciplinary records, medical records and credit records. I hereby direct recipient to release such information upon request of the bearer. This authorization is executed with full knowledge and understanding that the information is for official use of the Richland Township Manager and/or Richland Police Department. Consent is granted for the Richland Township Manager and/or the Richland Township Police Department to furnish such information, as described above, to third parties in the course of fulfilling its official responsibilities.

Further, I, on behalf of myself, heirs, administrators, executors, successors, and assigns, do hereby release, indemnify, and hold harmless the Recipient and the Township of Richland, its officers, elected officials, employees, agents and representatives, as custodians of such information and records; and school, college, university or other educational institution, hospital or other repository medical records, credit bureau, lending institution, consumer reporting agency or retail business establishment, including officers, employees, or related personnel supplying such information, both individually and collectively, from and against, any and all claims, causes of action, suits, demands, losses, costs, charges or expensed (including attorney fee), judgments, or executions, of any kind whatsoever, arising out of the release of use of this information in the course of fulfilling official responsibilities in connection with consideration of my application and employment.

Should there be any questions as to the scope of this Release, Recipient may contact me as indicated below.

I further acknowledge that I have read this Release and Authorization in its entirety, that I fully understand the terms and conditions incorporated herein, that I have had every opportunity to consult with advisors of my own selection in deciding to execute the Release and Authorization, and that I have freely and voluntarily elected to enter into this Release.

I further understand that a copy of this Release and Authorization with my original signature will be retained by the Township Manager of the Township of Richland, and copies made only for the purposes stated herein.

Full Name (printed)

Full Name (Signature)

Date

Current Address: _____

Telephone: _____

Office Administrator/ Finance Coordinator – Richland Township

Richland Township, Saginaw County, MI

Job Summary:

Under the general direction of the Richland Township Manager, the Office Administrator/Finance Coordinator is responsible for the day to day operations of the township office in coordination with the Township Manager. The office administrator handles office duties such as answering the phones, handling window traffic, hall rentals, utility billing, coordinates the accounting and financial functions of the Township as provided by State, Federal and Township regulations, prepares and administers various Township financial plans, documents and reports, and serves in a supervisory capacity over the Clerk Typist and engages in various human resource activities.

Minimum Requirements:

The job requires knowledge and critical thinking skills normally acquired through the completion of an Associate's Degree or Bachelor's Degree in business administration and or accounting; however course work in Fund Accounting or Equivalent experience will be given equal consideration; considerable knowledge of municipal accounting principles, practices, and procedures; ability and skill in use of a computer, calculator, and other office equipment, including computerized accounting systems, spreadsheets, and word processing. Two to four years of progressively more responsible administrative service or office management experience required. Experience with local government, or related industry is preferred. Possession of a valid MI Driver's License is required.

Status – Full-Time

Location: Richland Township, Hemlock, MI

Compensation: DOQ * In addition to a comprehensive benefit package.*

Applications, along with a full job description are available at the Richland Township Administration Building or online at www.richlandtownship.com; Mail resumes and letter of interest to Annamarie Reno, Township Manager, 1180 N. Hemlock Road, Hemlock MI 48626 , or email resume, letter of interest and application to: manager@richlandtownshipmi.com

RICHLAND TOWNSHIP

JOB DESCRIPTION

OFFICE ADMINISTRATOR – FINANCE COORDINATOR

General Summary:

Responsible for performing diverse administrative assistance and general office management and support services including research and response to both routine and unique matters regarding a wide variety of Township matters; maintain and balance the financial books and records of the Township which include payroll, general bookkeeping, accounts payable, accounts receivable, capital assets.

Primary and Essential Duties: (include, but are not limited to, the following)

1. Coordinates the accounting and financial functions of the Township as provided by State, Federal and Township regulations, including:
 - Maintaining the general ledgers and related subsidiary records.
 - Maintaining accounts receivable, accounts payable, payroll and budget report records as well as subsidiary records and annual closing documents; examining, verifying, and approving all accounts against the Township implementing financial controls to regulate expenditures in accordance with appropriates and available funds, including internal audit controls; drafting checks drawn on Township account; preparing forms and data entry for financial forecasts to the various Township departments.
 - Maintains, monitors and processes utility billing and related subsidiary records
2. Prepares and administers various Township financial plans, documents and reports, including:
 - Balance sheets and budget reports, including monthly revenue and expenditures, and analysis thereof to the Township Manager and/or Township Board as required.
 - Financial reports reflecting the financial status of the Township departments and special funds administered by the Township.
 - Required State and Federal reports on grants, payroll, and overall financial status.
 - Reports of Township Administration ("Department") activities on at least a monthly basis to the Township Manager.
 - Monitors the finances of all Departments.
 - Collaboration with the Township Manager to establish long-range planning requirements and priorities.
3. Collaborates with other Township employees and outside individuals and entities to prepare and administer various Township financial plans, documents and reports including:
 - Collaboration with Township Manager to produce Township-wide annual budgets for approval and monitoring of the final budget throughout the year.
 - Collaboration with auditors in closing of financial records at the end of the fiscal year.
 - Collaboration with the Township Manager in preparing financial policies.
4. Serves in a supervisory capacity over the Clerk Typist and engages in various human resource activities, including:

Preparation of payroll for Township employees and maintenance of paid time off (PTO), sick leave, and benefit records.

5. The Office Manager- Finance Coordinator works under the direct supervision of the Township Manager.
6. Comply with, and be subject to, the township personnel policies and requirements.
7. Assist the Township Manager with any projects when directed to do so by the Township Manager.
8. General clerical duties including:

Answering phones, general typing, greeting customers, answering customer questions regarding Township Services, handling window traffic, hall rentals and notifying the Township Manager of issues that may need to be addressed as they arise.

Provide administrative support to the Township departments.

The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this classification. These items are not to be construed as an exhaustive list of all job duties performed by personnel so classified. The job duties are subject to revision as needs arise.

Minimum Education, Experience and Skills:

Degree in, or equivalent experience with accounting (Bachelor's Degree Preferred); Course work in Fund Accounting or Equivalent experience.

Considerable knowledge of municipal accounting principles, practices, and procedures.

Ability and skill in use of a computer, calculator, and other office equipment, including computerized accounting systems, spreadsheets, and word processing.

Ability to make effective oral and written presentations.

Ability to effectively organize, direct, supervise, and motivate employees toward desired results and plan their work accordingly.

Considerable knowledge of payroll procedures, including filing State and Federal tax liabilities.

Ability to communicate effectively with Board Officials, Township Manager, Department Heads, employees and the general public.

Minimum physical and mental abilities:

Ability to work under pressure, including frequent deadlines.

Ability to multi-task

Ability to lift up to twenty (20) pounds as part of carrying out various office tasks.

Description approved on: _____