

**Sumpter Township  
Job Description**

**JOB TITLE:**           **OFFICE ASSISTANT**

**REPORTS TO:**       Treasurer or Deputy Treasurer

**JOB SUMMARY:**

This position is to provide sufficient clerical and cashier support in the Treasurer's Office. This person is also to provide additional coverage on high volume days. Duties include a variety of tasks in support of the Treasurer's Office under the direction of the Deputy Treasurer.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Assists the public over the phone and in person, answering general tax questions and directs the person to other staff or agencies as appropriate.
2. Receive and process tax payments, water/sewer/rubbish payments and all other Township cash receipts, including those from the Senior Center, Police and Fire Departments. Duties include, but are not limited to, opening mail and processing data payments into computerized cash receipting system.
3. Issues dog licenses verifying and recording information, and maintaining related records and files.
4. Total up Water receipts on a daily basis and sort by cycle number and street name.
5. Assists with general operations of the Treasurer's Office.

6. Performs other duties as assigned.

**JOB QUALIFICATIONS:**

1. High school diploma or equivalent plus additional coursework/training in accounting, bookkeeping or a related field.
2. Two to four years of related accounting/bookkeeping experience.
3. 2-4 years of direct cashiering experience of accepting payments, ensuring correct change making skills and management of a cash drawer.
4. Interpersonal skills necessary to provide courteous and accurate information to all levels of staff, the general public, financial institutions, government entities and others. The incumbent is also required to handle problems and conflicts in a tactful, courteous and respectful manner. The interpersonal skills also includes the mental ability to multitask under pressures such as working with a disgruntled customer at the counter, with customers waiting in line, with telephone activity at the same time, while meeting deadlines working on tasks requiring a high degree of accuracy and attention to detail.
5. Computer skills, including Microsoft Word and Excel, and other financial recordkeeping software which are necessary to create, process and maintain various departmental records, documents and reports.
6. Physical ability to properly operate required office equipment, retrieve documents from office files, transport items weighing up to 10 pounds, and occasionally stand for prolonged periods of time when assisting customers at the front counter.

**WORKING CONDITIONS:**

1. Normal office environment with little, if any, discomfort due to heat, dust, noise and the like.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

**To Apply:** send letter of interest and complete resume to: Michelle Bellingham, Human Resources, 23480 Sumpter Road, Belleville, MI 48111

Sumpter Township is an Equal Opportunity Employer.