

**THE CITY OF JACKSON IS CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING FULL-TIME EMPLOYMENT OPPORTUNITY: Treasurer/Income Tax Administrator**

**General Summary:** The treasurer shall have custody of city funds, money and securities, and be responsible for the deposit and safekeeping of city funds, money and securities. The treasurer shall be the income tax administrator of the city, and shall have all powers for the collection of taxes, including city income taxes, as provided by law. Furthermore, the treasurer/income tax administrator, shall collect and keep a record of all payments of sewage and water bills, income and property taxes, and special assessments. The city treasurer/income tax administrator shall also collect any other monies as directed by the city council. All funds received by the city treasurer/income tax administrator shall be promptly deposited to the credit of the city in the official depository of the city as designated by the city council.

**Physical Demands:** The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, sit, use limited mobility in an office setting, use manual dexterity to type and enter data, and use sight to read and prepare documents and reports. The typical work environment of this job is a business office setting where the noise level is moderate. The job requires occasional travel to other work sites.

**Special Considerations:** The Treasurer/Income Tax Administrator is typically an elected position. Therefore applicants must be city residents, have been a city resident for one year prior to appointment, and be a registered elector in the City of Jackson. The position is vacant due to the incumbent Treasurer/Income Tax Administrator resigning mid-term. Applicants are encouraged to review Article VII Elective and Appointive Offices of the City of Jackson Code or Ordinances. The next election for City Treasurer is November 2019.

**Salary: Determined by the Local Officers Compensation Commission. Current = \$95,166**

**Benefit Package, including:**

- Paid vacation, sick leave, and holidays
- Medical, dental, vision, and life insurance
- Disability income plan
- Pension program
- Deferred compensation plan (457)
- Healthcare savings plan.

**Date Posted: January 19, 2018**

**Application Deadline: February 28, 2018 at 5:00PM**

**To Apply:**

- Job applications can be obtained from the Human Resources Division or downloaded from [www.cityofjackson.org](http://www.cityofjackson.org)
- A resume must accompany the completed job application.
- Job applications will be accepted in-person, fax (866-522-9005), email ([apply@cityofjackson.org](mailto:apply@cityofjackson.org)), or by mail at:

**City of Jackson**  
**Human Resources Division**  
**161 W Michigan Ave**  
**Jackson, MI 49201**

**\*\* EQUAL OPPORTUNITY EMPLOYER \*\***