

Job Description: Administrative Assistant

Location: Village of Northport, MI

Reporting to: Village Manager

Status: Part-Time and Non-Exempt

Job Overview:

The Administrative Assistant provides support to the Village Manager and other members of the Village administrative team, including the Clerk, Treasurer, Director of Public Works, and Harbormaster. This role involves a variety of tasks, including clerical duties, customer service, and support for the Village of Northport and other collaborative governmental and non-profit organizations.

Key Responsibilities:

- Provide administrative support to the Village staff, including managing correspondence, scheduling meetings, and maintaining records.
- Provide staff support to the Village Council and its committees, Village Boards, and other organizations as assigned; including, preparing meeting notices, agendas, minutes, and maintain documents.
- Assist in preparing outgoing correspondence, documents, reports, and presentations.
- Handle phone calls and respond to inquiries from residents and other stakeholders.
- Assist in organizing Village events and community outreach activities.
- Perform other related duties as assigned.

Qualifications:

- High school diploma or equivalent; additional qualifications or experience in Office Administration, particularly in a government or non-profit setting are a plus.
- Proven experience as an administrative assistant or in a similar role.
- Excellent organizational and time-management skills.
- Strong verbal and written communication abilities.
- Proficiency in MS Office and other office management tools.
- Ability to work efficiently in a team as well as independently.

Hours: 20-30 hours per week. Flexible Schedule. Occasional evening meetings as assigned.

Job Description: Treasurer

Location: Village of Northport, MI

Reporting to: Village Manager

Status: Full Time and Exempt

Job Overview:

The Treasurer provides fiscal management for the Village and additional support to the Village Manager and the Village administrative team, including the Clerk, Treasurer, Director of Public Works, and Harbormaster. This critical role manages the financial operations of the Village in accordance with Village Ordinance 134, which establishes this appointed office, and the Michigan General Law Village Act. The Treasurer will manage a broad spectrum of financial responsibilities, ensuring the Village's fiscal health and compliance with all relevant laws and regulations.

Key Responsibilities:

- Oversee and manage the financial operations of the Village, including budget preparation, financial forecasting, and reporting.
- Ensure compliance with local, state, and federal financial regulations, as well as adherence to Village Ordinance 134 and the General Law Village Act.
- Manage the Village's revenue collection and treasury operations and oversee the accounts payable and expenditure processes in cooperation with the Village Manager and Clerk.
- Provide financial advice and support to the Village Manager and other department heads.
- Supervise financial audits and implement necessary improvements.
- Manage and allocate funds across various departments, including General, Water, Streets, and Marina Funds.

Qualifications:

- Bachelor's degree in finance, accounting, management, public administration or a related field, or a combination of education and work experience demonstrating sound financial or project management skills.
- Excellent analytical, problem-solving, and decision-making skills.
- Proficiency in financial software and Microsoft Office Suite.
- Strong leadership abilities and excellent communication skills.

Hours: Full Time. Evening meetings are required.