

City of Bronson

Clerk/Treasurer



JOB POSTING

Be a crucial leader in the City of Bronson. We are seeking a **confident, independent professional** for the combined role of **Clerk/Treasurer**. This vital position manages all statutory duties of the Clerk and Treasurer while proactively supporting the City Council, Manager, staff, and our community, which is focused on "family, friends, and neighbors."

About the Position

- Serves as Clerk to the City Council, attends meetings, and prepares official meeting minutes;
- Serves as the official custodian of all City records and documents;
- Serves as the Chief Elections Officer;
- Administers elections and oaths of office;
- Oversees the collection, management, and accounting of all monies owed to and held by the City;
- Prepares and distributes payroll; oversees and participates in all payable and receivable processes.
- Supervises 1 full-time employee.

Preferred Education/Experience

- Associates or Bachelor's degree in accounting, business, public administration, finance, or a closely related field preferred. Other combinations of experience, skills, and/or education will be considered as well.
- State certification for elections and treasury, or ability to obtain certifications.
- Three years of experience in a similar role with supervisory responsibilities desired.

Pay/Benefits

- Salary of \$58,000 - \$72,000, dependent on qualifications and experience.
- Full insurance benefits package with dental and vision; flex spending account
- MERS Pension plan --Paid time off.

Application Process

- Initial review of qualifications will begin immediately upon submission, and the process will continue until the position is successfully filled.
- Candidates are requested to submit a cover letter, resume, and three (3) professional references. Electronic submittal of resumes is preferred via email to b.mersman@bronson-mi.com. If you have any questions, please reach out via email or 517-369-7334.
- See www.bronson-mi.com for full job description and more information about the City.