

DRUMMOND ISLAND TOWNSHIP

Notice of Appointed Position Vacancy

TOWNSHIP TREASURER

Appointed Position

Drummond Island Township is seeking qualified individuals to fill the appointed position of Township Treasurer. This vacancy has arisen due to a resignation and will be filled by appointment of the Township Board.

About the Position

The Township Treasurer is a statutory position responsible for the financial management and record-keeping of Drummond Island Township. The Treasurer works closely with the Township Board, Clerk, and department heads to ensure accurate, timely, and transparent financial operations in compliance with Michigan law.

Key Responsibilities

- Receiving, receipting, and disbursing all township funds
- Maintaining and reconciling all township bank accounts
- Preparing and issuing tax bills and collecting property taxes
- Investing public funds in accordance with Michigan law
- Preparing financial reports and supporting the annual audit process
- Coordinating with the Township Assessor on tax roll data
- Attending monthly Township Board meetings

Preferred Qualifications

No single background is required. The Township Board will consider the full picture of each applicant's experience and qualifications. The following backgrounds and skills would be particularly helpful in this role:

- Experience in accounting, bookkeeping, or financial management
- Familiarity with BS&A software or similar municipal financial systems
- Prior experience in municipal or township government
- Knowledge of Michigan property tax law and the General Property Tax Act
- Strong organizational skills and attention to detail
- Proficiency with Microsoft Office, particularly Excel

Residency Requirement

Appointees must be a registered elector of Drummond Island Township at the time of appointment and throughout their term of service, per Michigan law.

Appointment Process

This is an appointed position. The Township Board will review all letters of interest and resumes and may conduct interviews prior to making an appointment. The appointed individual will serve the remainder of the current term.

How to Apply

Interested individuals should submit the following to the Drummond Island Township Hall by July 17, 2026:

- A letter of interest describing your qualifications and interest in serving
- A current resume

Drop off materials at:

Drummond Island Township Hall

29935 E. Pine St., Drummond Island, MI 49726

Questions may be directed to Supervisor Krystal Truax at supervisor@drummondislandtownship.org.

Drummond Island Township is an Equal Opportunity Provider.