City of Williamston

161 E. Grand River Avenue, Williamston, MI 48895
517-655-2774; fax 517-655-2797; www.williamston-mi.us

CITY OF WILLIAMSTON JOB DESCRIPTION

CITY TREASURER

POSTING DATE: June 9, 2026
CLOSING DATE: Open until filled

Position: City Treasurer, Full-Time

Population: 3,819

Compensation: Salary is negotiable DOQ/E, Mid-Point is $77,500, plus full benefits

Description: The City of Williamston, located in northeast Ingham County, is seeking a full-time City Treasurer to serve as chief financial officer. The City is in excellent financial shape. Requires minimum 5 years of experience as a municipal treasurer or chief deputy treasurer or an equivalent combination of education and experience; 3 years of supervisory experience preferred. Must have experience and prowess with BS&A Accounting software.

The City operates under a Council/Manager form of government. The City has 21 full-time and 3 part-time employees along with contracted service providers. Bachelor's degree in accounting, finance, business administration, public administration, or related field is preferred.

Per the City Charter, the Treasurer shall:

- have the custody of all money of the City and all evidences of value belonging to or held in trust by the City.
- collect all City taxes and assessments and such other accounts and moneys which are collected by the City as shall be required by law or ordinance.
- keep and deposit all money or funds in such manner and only in such places as the Council may determine or as may be required by law.
- have such powers, duties, and prerogatives in regard to the collection and custody of state, county, school district, and City taxes and moneys as are conferred by law.
- perform such other duties as may be prescribed by law or by the Council.

To Apply:

Submit cover letter, resume, five employment references, and copies of any licenses/certifications to:

City Clerk
City of Williamston
161 E. Grand River Ave.
Williamston, MI 48895

Email: cityclerk@williamston-mi.us