



## **JOB POSTING: FINANCE DIRECTOR/TREASURER**

The City of Jonesville is currently accepting applications for a Finance Director/Treasurer. The ideal candidate would thrive in a team-oriented environment and have experience offering outstanding customer service. Work takes place in a fast-paced environment and requires an individual who can multi-task and manage competing deadlines.

This position is under the direction of the City Manager. Essential functions of the job include a wide range of administrative and clerical tasks related to voter registration, elections, and overall department operations. Attends to the front counter, assists customers, and provides support to other City functions as assigned. Acts as the City Clerk in that person's absence as assigned. Provides support for payroll, employee benefits, utility billing, and tax collection.

Strong analytical, computer, writing and speaking skills are required. A meticulous attention to detail and an established record of strong fiscal management are essential.

### **Salary and Benefits**

Salary range for the position is \$59,189 to \$77,228 per year, with the starting wage dependent upon qualifications. The City offers a comprehensive benefits package, including health, dental, vision and disability insurance; a defined contribution retirement program; vacation, sick, and personal leave; and twelve paid holidays.

The position is full time, and involves attendance at monthly night meetings and occasional extended work hours.

### **Minimum Qualifications**

A bachelor's degree in accounting, finance, public administration, or a related field is required. A minimum of five years of experience accounting or financial management is required. Municipal experience is preferred.

The ideal candidate will have membership in the Michigan Government Finance Officers Association (MGFOA) and designation as a Michigan Certified Professional Treasurer (MiCPT), or the ability to obtain them. The candidate will also be required to become certified as a Notary Public.

### **How to Apply**

The position will remain open until filled. Review of applications will begin following the close of business on Friday, August 29, 2025. Interested applicants must submit a cover letter, completed Employment Application, and resume to:

Jeff Gray, City Manager  
City of Jonesville  
265 E. Chicago Street  
Jonesville, MI 49250

OR:

[jgray@jonesville.org](mailto:jgray@jonesville.org)

The required application form, as well as a complete position description, can be found on the City of Jonesville website at [www.jonesville.org](http://www.jonesville.org). Materials may be submitted in person, by mail, or email to the above address.

The City of Jonesville is an Equal Opportunity Employer.