

Rate of Pay: Salary
Hours: Approximately 15- 20 hours per month
Location: Skandia Township Hall

DUTIES:

- Attend monthly JOB Committee meeting the 3rd Monday of each month.
- Take minutes of monthly meeting.
- Prepare checks and pay bills on a monthly basis.
- Prepare checks and pay employee wages as required.
- Make tax payments to IRS and the State of Michigan on a quarterly basis and MiWAM.
- Prepare reports for JOB Committee meeting on a monthly basis (Agenda, Minutes, Bills Payable, Budget Report, Balance Sheet, and other Quickbook generated reports).
- Balance bank accounts on a monthly basis, due first of the month.
- Maintain accurate bank account records on QuickBooks, including entering all deposits and balance transfers.
- Become familiar with township accounting system and ensure that income and expenses are charged to the appropriate accounts on QuickBooks.
- Copying, and distribution of all checks, bills, and other records and reports to both townships.
- Prepare and distribute meeting packets to all JOB Committee members and the representatives of the fire department, first responders and transfer facility.
- All other duties assigned by the JOB Committee.
- All records to be secured at the township offices.

Background Information:

The Skandia/West Branch Townships Joint Operating Board (JOB) is a board consisting of both township boards which has been formed to run the joint operations of the two townships. Operations that are under the authority of the JOB include the following:

- Skandia/West Branch Township Volunteer Fire Department
- Skandia/West Branch Township First Responders
- Transfer Facility

Current JOB committee members are:

| | |
|-----------------------|--|
| Skandia Township: | Anna Erickson, Supervisor Marilyn Keto, Clerk |
| West Branch Township: | Kris Shaw, Supervisor Catherine Shaw, Treasurer |
| Representatives: | Kevin Downs, Fire Department Fred Beauchamp, First Responders Paul Polkinghorne, Transfer Facility |