

NOTICE

Cheshire Township is seeking a qualified and dedicated professional to serve as Treasurer until the November General Election due to an upcoming vacancy. The ideal candidate will bring a commitment to public service.

The Treasurer is responsible for a wide range of tasks requiring accuracy, confidentiality, and discretion. Statutory Duties may include:

- Collects real and personal property taxes for township as well as other tax-levying entities
- Collects delinquent personal property tax
- Responsible for jeopardy assessments in collecting delinquent personal property tax
- Collects mobile home specific tax
- Keeps an account of township receipts (revenues) and expenditures
- Prepares some financial reports, including at least monthly “cash activity by fund and bank account”, and investments reports
- Issues all township checks/payments
- Receives and deposits all township revenues and payments in approved depositories
- Able to designate others to receive and receipt for all monies coming into the township
- Invests township funds in approved investment vehicles as directed by the township board in investment policy and depository resolution
- Township “department head” for tax collecting and other receipt of funds (budgeting and preparation of equipment, software, training, internal staffing, etc.)
- Maintains records of the treasurer’s office

Applicants must be legal voters of Cheshire Township and have been a resident of the township for at least one year. They would also be able to run in the August 2026 election.

We are looking for a proactive, detail-oriented professional who values meaningful community engagement. If you are passionate about serving the residents of Cheshire Township, we encourage you to apply!

Please submit your resume to cheshireclerk@yahoo.com. Resumes must be received by April 15, 2026.