



Township of Eagle
PO Box 193
Eagle, MI 48822
www.eagletownship.org

**POSTING TO FILL AN UPCOMING VACANCY OF THE
EAGLE TOWNSHIP TREASURER
RESUMES TO BE RECEIVED BY
NOVEMBER 26, 2023 @ 5 PM**

Eagle Township is looking for an organized person to be the Eagle Township Treasurer. Interested persons must be (1) a resident of Eagle Township for 30 days (2) a registered voter of Eagle Township, and (3) must be at least 18 years of age. Term ends 11/20/2024.

Some of the duties of the township treasurer:

- Collect real and personal property taxes
- Keep an account of township receipts (revenues) and expenditures
- Prepare monthly financial reports for Township Board meetings
- Work closely with the Clerk to maintain and reconcile accurate financial records
- Disburse township checks
- Deposit township revenues in approved depositories
- Invest township funds in approved investment vehicles
- Collect delinquent personal property tax and prepare jeopardy assessments
- Collect mobile home tax
- Must appoint a deputy
- Must post a surety bond (done by the township)
- Attend seminars and meetings for up-to-date changes in tax collection and treasurer duties
- Understanding of basic accounting principles
- Taxes are collected from July 1 through February 28 with a summer mailing on July 1 and a winter mailing on December 1

Submit resumes or letters of interest to:

Supervisor@eagletownship.org and
Clerk@eagletownship.org

Public interviews will be conducted at a Special Meeting on Wednesday, November 29 @ 6 pm.

Questions may be directed to Laurie Briggs-Dudley, Eagle Township Clerk
Phone 517-526-7548 or email clerk@eagletownship.org

Troy Stroud, Supervisor
Eagle Township

Troy Stroud, Supervisor
Phone: 517-526-2978

Laurie Briggs-Dudley, Clerk
Phone: 517-526-7548

Kathy Oberg, Treasurer
Phone: 517-626-2547