

P.O. Box 157  
10405 Merrill Road  
Hamburg, Michigan 48139-0157

(810) 231-1000 Office  
(810) 231-4295 Fax



**Supervisor:** Pat Hohl  
**Clerk:** Mike Dolan  
**Treasurer:** Jason Negri  
**Trustees:** Bill Hahn  
Cindy Michniewicz  
Chuck Menzies  
Pat Hughes

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## Part-time Treasurer's Assistant Hamburg Township, Mi

Hamburg Township seeks a part-time Treasurer's Assistant for 16-24 hours per week to perform various tasks in support of the Township's Treasurer Department. Duties include, but not limited to, providing information and assistance, receiving and processing cash receipts, balancing daily receipts, preparing various reports, preparing the daily bank deposits, maintaining bank accounts, assisting in the preparation of the Finance Control Book, maintaining various department files and any other tasks needed to assist the department. The positions pay \$17.44 to \$19.25.

**To apply, send a letter of interest, resume and employment allocation to:**

Hamburg Township  
Human Recourse Department  
P.O. Box 157  
Hamburg, MI 48139  
Email: [hrhamburgtwp@hamburg.mi.us](mailto:hrhamburgtwp@hamburg.mi.us)

Hamburg Township is an Equal Opportunity Employer: [www.hamburg.mi.us](http://www.hamburg.mi.us)

Opening Date: Open until Filled

Closing Date: