



# PORT SHELDON TOWNSHIP

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## Clerk Position Vacancy

Port Sheldon Township is announcing a vacancy for the Township Clerk position.

The office of clerk is a pivotal one, dealing with vital areas of township operation: records management, finance, and elections. Please see qualifications before applying

### Qualifications

- Must be a Port Sheldon Township, Ottawa County, State of Michigan resident for at least 30 days prior to appointment, a qualified elector and registered to vote, a US Citizen and over the age of 18 years.
- Strong accounting and planning skills
- Excellent oral and written communication skills
- Accounting, must be proficient using Accounting software. AP, Payroll and related tax reporting, Journal Entries, Budgeting, Forecasting, Financial Statement Preparation, Annual Audit.

The person appointed to this position would fulfill the remaining term of this office until November 2024. If this person desires to continue in the position, they will need to run for office in 2024.

The Township clerk, is responsible for the following statutory duties:

- Maintains custody of all township records not assigned by law to another office
- Maintains general ledger
- Prepares warrants for township clerks
- Record and prepare meeting minutes. Must have the ability to accurately articulate the proceedings in writing in accordance with statute.
- Keeps the township book of oaths
- Responsible for special meeting notices
- Publishes board meeting minutes
- Responsible for all election procedures: Maintain Qualified Voter Files with the State of Michigan, Training of Staff, Absentee Ballots, Ballot Testing, Election Day activities, Bureau of Elections reporting.
- Keeps township ordinance book
- Prepares some financial statements
- Delivers tax certificates to supervisor and county clerk
- Attends all Board meetings.

In addition, auxiliary duties are required to serve the residents of the township:

- Maintain established Office Hours
- Process Payroll
- Maintains Human Resources
- Performs Accounts Payable Activity
- Maintains Cemetery (plot sales, mapping, data maintenance)
- Prepare and Submit annual audit information for worker's compensation and pension program.
- Notary Public (once appointed)

This position is compensated with a salary and pension plan.

Please contact the Township Supervisor, Michael Sabatino, for more information.

616 399-6121 [mike@portsheldontwp.org](mailto:mike@portsheldontwp.org)

Resumes must be received by **August 23, 2023**.