

The Village of Laurium is looking for a self-motivated individual to fill the full-time position of Village Manager. The Manager will serve as the chief financial and administrative officer, and will also be responsible for coordinating various functions of the Village government. The Manager will be considered an employee of the Village Council.

**Responsibilities:**

- Prepare and administer the annual budget, and provide quarterly budget briefings to the Council
- Prepare monthly balance sheets and income statements along with budget to actual comparisons
- Reconcile checking and savings accounts
- Prepare monthly journal entries
- Review, proof, and fund payroll
- Prepare, review, and file required monthly, quarterly, and annual reports
- Implement municipal funds from state and federal sources
- Administer the day-to-day operations of the Village and ensure Village practices and policies comply with state and federal laws
- Serve as the purchasing agent for the Village
- Serve as a public representative for the Village with businesses, residents, and other groups, and at the request of the Council
- Research and prepare agenda items for Council meetings
- Attend Council, Planning Commission, and Zoning Board meetings
- Make recommendations and provides feedback to staff regarding performance and discipline
- Attend local and state training sessions related to the Manager position

**Required Qualifications:**

- Bachelor's degree, preferably in finance, accounting, or business administration
- Demonstrated knowledge of financial and/or administrative computer software and programs
- Excellent communication, managerial, and problem-solving skills
- Demonstrated ability to multi-task

**Preferred Qualifications:**

- Knowledge of the principles and practices of local government administration
- Knowledge of federal and state regulations
- General understanding of village ordinances, master planning, and zoning issues
- Knowledge of grant writing and administration