



5005 W. Center • PO Box 227
Fairgrove, MI 48733
Phone (989) 693- 6572 Fax (989) 693- 6881
e-mail: VillageofFairgrove@gmail.com

Village of Fairgrove Hiring for the position of: **Clerk**

Position: Part time

Salary: to be Negotiated

Start Date: October 2026

Location: 5005 Center Street, Fairgrove MI 48733

Send resume or questions to: Village of Fairgrove, PO Box 227, Fairgrove, MI 48733

Or by email: villageoffairgrove@gmail.com

Please respond by August 15, 2026

Position Description:

- Prepare agendas, packets, resolutions, ordinances, and related documents.
- Attends meetings, takes minutes, and publishes legal notices.
- Administers oaths of office, tracks and records terms of service for the Council and various boards, committees and commissions.
- Acts as the official custodian for the safekeeping and management of all City records, documents, and the City Seal.
- Maintains minute books, and the Village Charter.
- Designated Freedom of Information Act (FOIA) Coordinator.
- Processes requests according to established procedures and mandated guidelines.
- Prepares and presents departmental budgets.
- Looking for applicant to be SME with BS&A Cloud system or a current user of the with BS&A net system.
- Performs other duties as assigned.

Please read the following for more information :

The General Law Village Act, PA 3 of 1895, serves as the charter for 206 Michigan villages. This Act not only defines the powers of general law villages, but also the roles and responsibilities of the elected and appointed officials of those villages.

Keep the corporate seal and all records and documents not entrusted to another officer by the charter. (MCL 64.5) • Serve as clerk of the council, record all proceedings, resolutions, and ordinances. (MCL 64.5) • Countersign and register all licenses. (MCL 64.5) • Make reproductions in accordance with the Media Records Act 1992 PA 116, MCL 24.401-24.403. (MCL 64.5) • Administer oaths and affirmations. (MCL 64.5) • Serve as general accountant. (MCL 64.6, 64.7) • Collect claims against the village, present them to council for allowance and, if allowed, submit check disbursement authorization to treasurer. (MCL 64.6) • Report tax or money levied, raised or appropriated to treasurer as well as the fund to be credited. (MCL 64.6) • Make complete financial report to council as requested. (MCL 64.8)



The Village of Fairgrove is an Equal Opportunity Employer and Service Provider



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Village of Fairgrove Hiring for the position of: **Treasurer**

Position: Part time

Start Date: October 2026

Location: 5005 Center Street, Fairgrove MI 48733

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- Financial Management: Maintain all official financial records, general ledgers, and accounts.
- Budgeting: Assist in preparing, implementing, and monitoring the annual village budget.
- Tax Administration: Collect, record, and deposit village property taxes, utility payments, and fees.
- Banking & Cash Flow: Manage village bank accounts, reconcile statements, and oversee investments.
- Reporting: Prepare monthly, quarterly, and annual financial statements for the Village Council and state regulatory agencies.
- Accounts Payable/Receivable: Process payroll, vendor invoices, and incoming receipts accurately.
- Audit Support: Coordinate and cooperate with external auditors during annual financial reviews.
- Looking for applicant to be SME with BS&A Cloud system or a current user of the with BS&A net system.

Please read the following for more information:

The General Law Village Act, PA 3 of 1895, serves as the charter for 206 Michigan villages. This Act not only defines the powers of general law villages, but also the roles and responsibilities of the elected and appointed officials of those villages.

Has custody of and receives all village money, bonds, mortgages, notes, leases, and evidence of value. (MCL 64.9) • Keeps an account of all receipts and expenditures. (MCL 64.9) • Collects and keeps an account of all taxes and money appropriations, keeping a separate account of each fund. (MCL 64.9) • Performs duties relating to assessing property and levying taxes. (MCL 64.9) • Makes periodic reports to the clerk and council as required by law. (MCL 64.10)



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