

COUNTY OF LEELANAU
JOB DESCRIPTION

DEPUTY TREASURER

Supervised by: County Treasurer, Chief Deputy Treasurer
FLSA: Non-Exempt

General Summary:

Under the supervision of the County Treasurer, assists that official in performing the statutory duties of the office. Performs various account keeping tasks associated with collecting and receipting money from the general public, Government Center offices and various outside agencies. May represent the Treasurer's office temporarily by following defined policies and procedures, as needed.

Typical Duties:

1. Receives and posts payments of taxes, fees, licenses and donations from the general public and issues receipts. Balances accounts, prepares and verifies daily reports, prepares bank deposits.
2. Operates a computer terminal to compile data, run printouts and generate required reports. Checks computer reports against all accounts posted daily to assure accuracy, making corrections and changes as needed.
3. Prepares vouchers for payment of refunds.
4. Prepares and mails delinquent tax notices. Prepares and mails dog license renewals. Prepares UPS shipments for all Government Center Offices. Government Center liaison for the Pitney Bowes postage meter and for the Point and Pay credit card system.
5. Assists walk-in visitors or phone callers with their accounts, answering various questions knowledgeably of needed action regarding their specific accounts, providing information about available requirements, fees and general tax information.
6. Investigates, calculates and compiles tax information as needed and issues up-to-date tax history information.
7. Prepares tax histories, reviews real estate tax records and issues tax certifications to the Register of Deeds Office for completion of various sales transactions.
8. Maintains returned checks file by corresponding with issuer, receiving department, and Sheriff's Office as needed.
9. Prepares and posts journal entries for the Land Bank Authority and Brownfield Redevelopment Authority. Prepares checks and bank deposits. Reconciles all bank accounts for the Authorities. Closes year-end books and assists with outside auditors.

10. Reconciles all county bank accounts and investment accounts. Performs escheating of stale checks to the State per state statutes. Prepares journal entries as needed for reconciliation. Compiles data for periodic reports.
11. Monitors all bank accounts daily for ACH payments, Positive Pay Exceptions, Banking Fees, Non-sufficient Fund Checks and Credit Card payments. Assists Treasurer in daily banking and investment management.
12. Monitors Housing Loan accounts. Prepares journal entries. Reconciles accounts monthly.
13. Compiles data and prepares reports and payment vouchers for monthly court payments to the State.
14. Performs the duties of other Treasurer's Office personnel as workloads, temporary absences or emergencies dictate.
15. Performs various clerical functions such as filing, typing forms and letters and operating office machines. May be required to perform other supportive functions related to department assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications:

Education: Possession of an Associates Degree or its equivalent, with courses in accounting, computer operation with an emphasis on Microsoft word processing and Excel. Knowledge of general office procedures.

Experience: A minimum of two years of accounting experience or the equivalent. Six month orientation period.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.