

COUNTY OF LEELANAU
JOB DESCRIPTION

CHIEF DEPUTY TREASURER

Supervised by: County Treasurer
Supervises: Deputy Treasurers, as directed
FLSA: Non-Exempt

General Summary:

Under the supervision of the County Treasurer, assists that official performing the statutory duties of the office. Performs various account-keeping tasks such as collecting monies for taxes, license fees and services, issuing receipts, compiling data, and other clerical and financial-related tasks. Assumes the duties of the County Treasurer on departmental matters following well-defined policies and procedures in that person's absence.

Essential Job Functions:

An employee in this position may be called upon to perform any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. An individual must be able to perform each essential function satisfactorily.

1. Receipts and maintain proper filing for money due the County for taxes, license fees, services, and other accounts receivable, over-the-counter, by mail and by electronic funds transfer. Issues receipts and maintains related records.
2. Balance daily cash receipts to cash drawer and general ledger. Prepare the daily money for the bank and process by electronic check scanning. Prepares cash drawer for the following day.
3. Prepare delinquent advalorem and personal property tax settlements for 11 townships and 3 villages, and disbursements to over 25 units.
4. Process and maintain records monthly for all Board of Reviews, Michigan Tax Tribunals, Uncappings, State Tax Commissions, PRE's and post changes to the general ledger.
5. Complete exports for property tax forfeiture/foreclosure process to contracted partners for mailings and postings.

6. Assists taxpayers, title and mortgage companies, real estate agents, financial institutions and others regarding property within the County. Provides assistance with legal descriptions, taxable, assessed and State Equalized valuations of real and personal property tax, and special assessment information.
7. Prepares notices when taxes are due, which includes assignment of penalties. Types refund listing where payment is due the taxpayer, due to Tax Tribunal or Board of Review Adjustment for overpayments.
8. Searches records to verify information for certification on deeds and land contracts, and makes tax histories when necessary.
9. Assists County Treasurer with required reports and payments for P.A. 123.
10. Supervisorial assists in departmental procedure and policies, resolves routine problems and issues and makes decisions while performing the duties of other Treasurer's Office personnel as workloads, absences or emergencies dictate.
11. Handles various cash investments in the absence of the County Treasurer, as directed.
12. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualification necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A high school diploma or equivalent supplemented by vocational or specialized training in bookkeeping, accounting, or a related field.
- Three years experience in an accounting, bookkeeping or financial capacity.
- Knowledge of the professional principles, practices and techniques of accounting and bookkeeping, including cash handling procedures.
- Knowledge of the laws, ordinances and procedures related to the management of municipal funds, tax collection and the tax system in general.

- Skill in operating standard office equipment, including a computer and related financial and tax system software.
- Skill in maintaining accurate records, reconciling financial accounts, and preparing comprehensive financial reports.
- Ability to complete mathematical computations quickly and accurately.
- Ability to coordinate, lead and direct the work of others.
- Ability to maintain attention to detail, establish priorities and work independently.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with citizens, employees, or other governmental agencies and other municipal professionals.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to communicate with others in person and on the telephone. The employee must write and read written and computerized documents, handle money, and file documents as needed. The employee must frequently lift and/or move objects of medium weight.

While performing the duties of this job, the employee regularly works in a business office. The noise level in the work environment is usually moderate.