

# Dorr Township

1683 - 142nd Ave, Dorr Michigan, 49323

Phone-616-681-9874

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## JOB DESCRIPTION TOWNSHIP DEPUTY TREASURER

**Pay Status:** Part-Time Hourly Position

**Employment:** Appointed Position

**Appointed By:** Township Treasurer

**Pay Range:** \$15.00 to \$20.00 per hour\*

\*Depending on experience

**FLSA Status:** Non-Exempt

**MCL 41.77:** The treasurer shall appoint a deputy, who shall serve at the pleasure of the treasurer.

- The deputy shall file an oath of office with the township clerk and shall give a bond to the township as required by the township board.
- In case of the absence, sickness, death, or other disability of the treasurer, the deputy treasurer shall possess the powers and perform the duties of the treasurer, except the deputy shall not have a vote on the township board.
- The deputy shall be paid as the township board determines.
- With the approval of the township treasurer, the deputy may assist the treasurer in the performance of treasurer's duties at any additional times agreed upon between the board and the treasurer.

### **NATURE OF WORK**

The position of deputy treasurer requires a high degree of accuracy involving independent judgment and extensive knowledge of Township operations and the levying and collections of property taxes.

This position also requires understanding of accounting principles, problem solving abilities, strong understanding of spreadsheets, and word processing programs. In addition, use of general ledger accounting software, ability to work collaboratively, while being able to function independently with minimal supervision is required.

In order to be successful in this position, an individual must be detail oriented and possess a desire to serve the public. Confidentiality is a must as the individual may be exposed to confidential matters and sensitive issues, requiring discretion on part of the deputy. The successful employee will be willing to attend meetings, conferences, seminars, or training as required.

Day-to-day work assignments are received from the Treasurer, and direct administrative direction is provided by the Treasurer. The deputy treasurer will play a key role in all aspects of property tax administration including cashiering functions such as receipting tax payments, receipting general fund monies, balancing a cash drawer, and making bank deposits. In the absence of the Treasurer the deputy will be responsible for signing checks.

### **ESSENTIAL FUNCTIONS**

An employee in this position may be called upon to perform any or all of the following essential functions. These functions include, but are not limited to, all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

#### **Treasury-Related Functions**

Under the direction of the Treasurer, the deputy will participate in the day-to-day treasury operations including tax collection, deposit reconciliation for all township financial institutions, and preparation of all disbursements related to tax collections. The deputy will assist with annual tax settlement with the County Treasurer.

## **Perform accounting related functions with proficiency**

- Balance tax roll to assessing roll changes and county records
- Balance tax collections with tax fund prior to disbursements to governmental entities
- Maintain tax payoff, tax collection and distribution spreadsheets
- Prepare final property tax settlement for the County Treasurer and other tax entities using spreadsheets for settlement purposes
- Maintains, records, and disburses payments to State and local governmental entities for delinquent tax payments
- Monitors delinquent personal property tax payments including billing, receipting, and disbursing
- Balance daily/monthly cash reports
- Balance daily cash drawer
- Assist with balancing all bank statements that are held by the township
- Sign check warrants for invoice payment and payroll as needed
- Prepare bank deposits of cash and check for all township accounts
- Make bank deposits to the bank
- Record all property tax corrections as ordered by the Board of Review, State Tax Commission, and Michigan Tax Tribunal and send corrected bills and refunds
- Record non-sufficient fund checks, assess any fees and late charges
- Process reimbursements for all overpayments
- Receipting and disbursements involving the township trust and agency fund

## **Other Responsibilities**

- Provide information to the public regarding inquiries regarding tax account status, delinquencies, and other procedures
- Update mortgage codes in tax software
- Provide polite and professional customer service to all inquires whether presented in person, email, or by phone
- All other duties as assigned by the Treasurer

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position.

- Associate Degree in Accounting or a closely related field is valuable
- Experience in bookkeeping or accounting may substitute for college degree
- Computer skills required. Must be proficient with the use of Microsoft Office applications including Word, Excel, and Outlook
- Ability to use treasury and specialized financial and industry software programs. Experience with BS&A municipal software programs desired

## **General Abilities Required**

- Ability to perform mathematical computations and data entry with speed and accuracy
- Ability to read, comprehend and interpret manuals and ordinances
- Ability to write moderately complex instructions and create training materials
- Communication- Ability to clearly communicate information and questions related to all aspects of the job in person and over the phone using effective verbal and written communication skills
- Possess general knowledge of office equipment
- Ability to handle occasional stress resulting from dealing with unresolved customer issues and deadlines

## **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. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

While performing the duties of this job, the employee is regularly required to talk, hear, read, view, and create documents. The individual will regularly have to perform the functions of this position with constant interruptions. The employee frequently is required to stand, walk, and reach. The employee is occasionally required to stoop and kneel. The employee must have the ability to lift storage file containers.

Dorr Township is an Equal Opportunity Employer that does not discriminate on the basis of race, color, religion, sex, parental status, national origin, age, disability, genetic information, political affiliation, military service, or other non-merit-based factors, or any other basis prohibited by federal, state, or local laws.

## **TO APPLY**

Applicants must submit an application, cover letter, and resume to:

Dorr Township

Attn: Township Treasurer

1683 142<sup>nd</sup> Ave

Dorr, MI 49323

Email: [treasurer@dorrtownship.org](mailto:treasurer@dorrtownship.org)

Posting will remain open until the position is filled.

The selected candidate will need to undergo and pass a background investigation.