

CASS COUNTY JOB DESCRIPTION

CHIEF DEPUTY TREASURER

Supervised by: County Treasurer
Supervises: Subordinate departmental employees in County Treasurer's absence.

Position Summary:

Under the supervision of the County Treasurer, performs various accounting tasks related to the collection, reconciliation and distribution of funds. Oversees and directs the collection and processing of monies received for taxes, license fees and services. Reconciles and deposits funds and assists the Treasurer in all facets of tax settlement, disbursement and investment management.

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. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Oversees the collection of monies and posts receipts for property taxes, dog licenses, department monies and other payments received, both over-the-counter and by mail. Issues receipts and maintains related records.
2. In the absence of the Tax Specialist, balances daily total cash receipts to total monies received in. Prepares daily receipt reports, bank deposits and check requests. Prepares cash drawer for the next day.
3. Enters and processes records, statements, and correspondence as required and assists in compiling information for various reports.
4. Compiles data, runs printouts and generates required reports and verifies against all daily account postings to assure accuracy and makes corrections and corrections as needed.
5. Provides assistance, both over the counter and over the phone to taxpayers, title and mortgage companies, real estate agents, financial institutions and others regarding property within the County, giving legal descriptions, assessed valuation of real and personal property tax, special assessments, billing, payment and department procedures. Responds to inquiries and routine problems within the scope of authority and refers inquiries to the proper individual or County Treasurer as needed.
6. Prepares refund listing where payment is due the taxpayer, due to Tax Tribunal or Board of Review Adjustment for overpayments. Prepares vouchers for payment of refunds. Maintains spreadsheet for semi-annual invoicing/payouts to local taxing units that have changes/adjustments due to Board of Review or Michigan Tax Tribunal decisions.

7. Receipts in Homestead Denial payments, keeps denials balanced to GL, processes quarterly Homestead Denial payments to County, Township and State.
8. Searches records to verify information for certification on deeds and land contracts and makes tax histories when necessary.
9. Processes daily on-line banking transactions such as cash transfers, receipts, wires and electronic fund transfers.
10. Compiles annual tax sale information, assists with auctions and performs accounting functions associated with forfeiture activities. Work with third party contractor to process State required mailings and data for forfeitures and foreclosures.
11. Assists the County Treasurer in performing the annual tax settlement process and processes final tax disbursements to each tax unit.
12. Receipts in and maintains spreadsheet for current tax collections remitted by township starting July 1 of each year through settlement in March of next year.
13. Reconciles bank statements, tax and general ledger accounts on a monthly basis.
14. Handles various cash investments in the absence of the County Treasurer as needed.
15. Processes all bankruptcies in the absence of Account Clerk.
16. Performs other duties and responsibilities as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications 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:

- Bachelor degree in accounting, business management or similar field.
- Three years' experience in an accounting, bookkeeping or financial capacity, fund accounting preferred.
- Knowledge of the principals, 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 maintaining accurate and organized records, reconciling financial accounts and preparing comprehensive financial reports.

- Ability to complete mathematical computations quickly and accurately.
- Working knowledge of computers and modern office practices and procedures.
- Previous experience in a supervisory capacity.
- Ability to maintain office confidentiality and handle stressful situations.
- Ability to communicate effectively, verbally and in writing, and the ability to pay attention to detail.
- Demonstrated ability to deal effectively with the public, maintain professional integrity and respect for colleagues and co-workers.
- Ability to use office equipment such as telephone, fax machine, calculator, and computer software, including word processing, database, financial and electronic mail/Internet/world wide web.
- Ability to use specialized financial software programs and develop complex automated spreadsheets.
- County employees are expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the County.
- County employees must be physically and mentally able to perform the essential duties of their position without excessive absences.
- In addition to the above requirements, all County positions require the ability to read, write, speak and understand the English language as necessary for the position, including the ability to follow written and oral instructions.

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 frequently required to sit and to use hands to finger, handle, or feel objects, tools or controls. The employee is often required to talk or hear and view written documents. The employee is occasionally required to walk or stand and reach with hands and arms. The employee must occasionally lift and/or move objects of light weight. The noise level in the work environment is typical of a busy office, ranging from quiet to moderate.