

**PERE MARQUETTE CHARTER TOWNSHIP
JOB DESCRIPTION**

DEPUTY TREASURER

Supervised By: Township Treasurer

Supervises: No supervisory responsibility

Position Status: Full-Time

FLSA Status: Non-exempt

Position Summary:

Under the supervision of the Township Treasurer, provides administrative support for the Treasurer's Office. Serves as deputy to the Township Treasurer and assists in tax system upkeep and billing and receipting of incoming monies. Customer Service, balancing, reconciling the books.

Essential Job Functions:

An employee in this position may be called upon to do 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. Prepares tax bills for mailing, codes escrowed bills, prepares and records mortgage liens and discharges, and performs other related tasks.
2. Prepares special assessments, including amortization of each account.
3. Makes corrections resulting from Board of Review actions and prepares related notifications.
4. Receipts incoming monies, reconciles all receipts daily and deposits receipts in the bank.
5. Reconciles bank accounts as directed by the Township Treasurer.
6. Assists in accounting for and distributing revenues to taxing units.
7. Provides customer service by phone and in the office pertaining to tax records, tax processes, utility billing, waste, recycling and bulk pickup inquiries and services, as well as other customer and resident inquiries.
8. Returns deposited funds held for building compliance, water/sewer connections, hall deposits, etc.
9. Schedules reservations, accepts monies, and approves refunds for rental of the Town Hall facility and Township parks.

10. Assists with miscellaneous jobs generated through the Treasurer's Office. Works as a team member to provide assistance to other departments as needed and assigned.
11. Performs other duties as directed.
12. Receives cash, checks and credit card payments for products and campsites from the park's manager and staff for Buttersville Campground. Maintains
13. Balances and reconciles weekly/monthly reports.

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.

- Knowledge of accounting or a related field and two years of experience in bookkeeping and accounts receivable.
- The Township, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.
- Knowledge of the principles and procedures of office management and effective records retention.
- Knowledge of the principles and practices of receipting payments and processing property and personal tax bills and payments.
- Knowledge of performing mathematical calculations, basic office principles, handling cash, receipting, and posting payments, performing journal entries, reconciling accounts, and maintaining detailed and accurate records.
- Skills in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in maintaining complex record keeping and document retention systems.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with Township officials, representatives of other governmental units, professional contacts, homeowners, and the public.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and BS&A financial software; and the ability to master new technologies.

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 regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop, and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of light/moderate weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

* * * * *

Pere Marquette Charter Township provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.