CASCADE CHARTER TOWNSHIP

POSITION DESCRIPTION

Title:	Deputy Treasurer
Department:	Treasurer
Reports to:	Finance Director
Position(s) Supervised:	None
Employment Status:	Full-Time or Assigned; Non-Exempt
Pay Grade:	11

BROAD STATEMENT OF RESPONSIBILITIES:

Under the direction of the Finance Director, the Deputy Treasurer provides support to the Finance and Treasurer's office for the function of tax administration, collection of Funds, record keeping and the investing of funds for the Township. The Deputy Treasurer performs the statutory duties of the Treasurer in his/her absence or at his/her direction, except voting on Township matters requiring an Elected Official.

ESSENTIAL FUNCTIONS:

1. Assume responsibilities of Township Treasurer in her/his absence, except voting on Township matters requiring an Elected Official.

2. Knowledge of the regulations and policies governing the operations of the Township Treasurer's Office.

Tax

3. Responsible for the compilation, preparation and verification for accuracy of real, personal property, industrial facility and rehab facility abatement tax rolls.

4. Assist in the compilation of special tax assessment rolls.

5. Collect taxes and answer questions from the public in regards to the tax statements.
6. Prepare disbursements and maintain subsidiary ledgers for each taxing authority.

7. Responsible for compiling data for the tax settlement process.

8. Review and assist with the Township Treasurer plans to implement collection of delinquent personal property taxes, bankruptcy claims and jeopardy tax liens.

Cash Management

9. Responsible for the daily balancing of Township receipts, and deposits into appropriate bank accounts.

10. Responsible for cash movements between bank accounts to fund payroll and accounts payable checks.

11. Develop and maintain cash flow projections, to guide investment decisions.

12. Assist with state-mandated reports and financial reports as required.

13. Prepare quarterly investment reports for distribution to the Board.

14. Assist with balancing and closing financial records for the annual audit review and perform special assignments as requested.

15. All other duties as assigned.

BASIC SKILLS AND KNOWLEDGE:

1. Basic knowledge of internal controls and accounting procedures and practices.

2. Proficiency in calculators, telephones and other standard office equipment.

3. Ability to organize, prioritize and work independently.

4. Produce work in a timely manner in an environment where interruptions are constant.

5. Ability to research records and release information regarding taxes due or paid on property within the Township.

6. Good telephone and communication skills.

7. Ability to establish and maintain effective working relationship with fellow employees.

8. Strong ability to listen to taxpayers.

9. Ability to process and research detail data and compile a variety of financial reports.

10. Good computer skills including Microsoft Office package and BSA Cloud software

MINIMUM EDUCATION & BACKGROUND:

- Associates degree in Accounting, Finance, or a related field. Bachelor's degree preferred.

- Minimum of two (2) years' experience in accounting and/or finance, preferably in a municipal setting.

- Combination of education and experience is acceptable.

- Must be bondable

REVISED: 7/11; 9/13; 3/21; 11/26

MINIMUM ENVIRONMENTAL EXPECTATIONS:

- Little or no exposure to noise, weather conditions, heavy machinery or hazardous materials.

MINIMUM PHYSICAL EXPECTATIONS:

- Position often requires keyboarding, telephone work and filing.
- Position often requires extensive periods of time working on the computer and/or calculator.
- Position requires extensive periods of standing at the counter.
- Position requires extensive periods of reading numbers.
- Position may require an individual to push, pull or lift as much as 25 pounds.

REVIEW AND APPROVAL:

_____ _____

Position Incumbent Date

_____ _____

Finance Director Date

The above is intended to describe the general content of and requirements for the performance of this position. It is not construed as an exhaustive statement of duties, responsibilities or requirements for the position.

REVISED: 7/11; 9/13; 3/21; 11/26