

Job Title: Deputy Treasurer

Position Type: Appointed

Reports To: Treasurer & Township Board

Overview:

Assists the Township Treasurer in collecting and managing township funds.

Key Responsibilities:

- TAX COLLECTION
 - Check & verify all information is correct before tax bills are printed.
 - Make sure all new garbage/splits added/deleted on tax bill
 - Verify all special assessments and amounts
 - Keep track of any blight, delinquent sewer etc. that gets added to tax bill
 - Print tax bills for summer & winter
 - Pull all mortgage bill requests, then mail
 - Fold, stuff & mail tax bills
 - July 1 through February 28th, collect taxes
 - Cash receipt taxes
 - Balance each day of taxes received
 - Make deposits in the Treasurers' absence
 - Check drop box each morning (process payments)
 - Process mail payments
 - Keep track of all Delinquent Personal Property Taxes
 - Send Delinquent Personal Notices quarterly for collection
 - Every two weeks during tax collection, balance and pay- out to all entities
 - Keep track and bill for any culvert's county does not collect
- SPECIAL ASSESSMENTS

- Set up any new special assessments
- Set up any paving assessments with amortization schedule
- Set up Deficit elimination plan for the State of Michigan
- Keep track of all special assessments
- Pay all bills/invoices for utilities and contractors

- SEWER COLLECTION
 - Collect all sewer payments
 - Cash receipt payments
 - Log payments on print-out from County Water & Waste
 - Enter payments into County System

- BANKING
 - Reconcile Petty cash drawer monthly
 - Balance Tax & General Fund Bank accounts
 - Balance all other accounts as needed (Sewer, Atlas Meadows, Aquaweed, Willowgate Septic)
 - Signer on all bank accounts & any checks written in the Treasurer's absence
 - AP disbursements for all accounts
 - Make journal entries
 - Post to general ledger when directed

- BASIC OFFICE DUTIES
 - Greet visitors and residents
 - Receives and screens phone calls
 - Answer any tax or assessing questions
 - Issue dog licenses, burn permits, dump passes and collect impound fees.
 - Issue peddler permits

- Help with property questions, etc.
- Assist all departments as needed
- Help solve complaints
- Take care of Vonage Phone system
- Add outgoing messages

Required by Law:

- Must take oath of office
- Acts in place of Treasurer during absence or vacancy (MCL 41.77)

Appointive Authority (if applicable):

- Appointed by the Township Treasurer

Other Requirements or Notes:

- Serves at the pleasure of the Treasurer
- May be bonded at the discretion of the board