

# Hamburg Township

## Job Description

**JOB TITLE: Assistant Deputy Treasurer**

(Part-time, Hourly, Non-exempt)  
Grade 5

**REPORT TO:** Deputy Treasurer

**JOB SUMMARY:**

Performs a variety of clerical tasks in support of the Treasurer's Office. Duties include, but are not limited to, assisting individuals in person and over the phone, processing tax payments and water/sewer utility payments, issuing Dog License and providing general clerical support.

**PRIMARY DUTIES & RESPONSIBILITIES:**

1. Assists the public over the phone and in person by explaining departmental policies and procedures; directs the person to other staff or agencies as appropriate.
2. Receives and processes tax payments and water/sewer utility payments. Duties include, but are not limited to, data entering payments into computerized tax system, balancing daily receipts, generating related reports, and preparing the daily bank deposit.
3. Process and balance incoming funds from the Library, Senior Center, Police Dept. and all other funds collected within the Township.
4. Setting up tax rolls and works with the Assessor's Office to balance the tax roll throughout the tax season.
5. Preparation & distribution of property tax collection.
6. Updates information on the computerized tax system and assessing with new phone numbers.
7. Prepare and mail Personal Property delinquency letters and track results.
8. Processes online utility bills, tax payments and all other payments received in the Township.
9. Tax Adjustments, refunds and Veterans Exemptions
10. Prepares departmental documents and reports as required.
11. Prepare special assessments and tax millage charts.
12. Work with all mortgage firms to ensure their payment process meets our requirements as well as maintaining mortgage codes in the tax file.
13. Process Tax Deferment requests with follow up during the tax season.
14. Assists in Preparing Audit Bank Confirmation Letters and Mortgage Letters
15. Prepare the biannual Township newsletter for the tax billing process.
16. Update Procedure book and Finance Control Investment Tab
17. Monitor and maintain assigned bank accounts, conduct research as necessary to resolve discrepancies. Transfer of funds within and between financial institutions as required to meet financial obligations of the township.
18. Communications with Bank Relationship Managers
19. Assists in DNR PILT Reporting & Local Stabilization Payments and reports

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### **OTHER DUTIES & RESPONSIBILITIES:**

1. Performs other duties as assigned.
2. Provide backup for the Deputy Treasurer.

### **JOB QUALIFICATIONS:**

1. High school diploma or equivalent plus additional coursework/ training in accounting, bookkeeping or a related field.
2. Minimum of two years related accounting/bookkeeping experience.
3. Computer skills necessary to maintain various departmental records, documents and reports. The incumbent is also required to utilize spreadsheet and financial recordkeeping software applications.
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4. Interpersonal skills necessary to provide courteous and accurate information to all levels of staff, the general public, financial institutions, government entities and others. The incumbent is also required to handle problems and conflicts in a tactful, courteous and respectful manner. The interpersonal skills also include the mental ability to multitask under pressures such as working with a disgruntled customer at the counter, with customers waiting in line, with telephone activity at the same time, while meeting deadlines working on tasks requiring a high degree of accuracy and attention to detail.
5. Physical ability to properly operate required office equipment, retrieve documents from office files, transport items weighing up to 10 pounds, and occasionally stand for prolonged periods of time when assisting customers at the front counter.

### **WORKING CONDITIONS:**

1. Normal office environment with little, if any, discomfort due to heat, dust, noise and the like.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*

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*I have reviewed this job description and find it to be an accurate summary of the position.*

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Employee

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Date