



Memorandum

To: White Lake Township Board of Trustees
From: Mike Roman;
White Lake Township Treasurer
Date: April 8, 2022
Re: Reclassification of Senior Treasury Specialist – Reva Gouine

I am requesting to reclassify Senior Treasury Specialist, Reva Gouine, to the position of Accounting Clerk in the Treasurer's Department. Reva is currently a Senior Treasury Specialist.

I have attached the proposed new job description and wage scale for this position. For your reference I have also attached her current job description of Senior Treasury Specialist.

Please contact me if you have any questions.

Mike Roman

**CHARTER TOWNSHIP OF WHITE LAKE
JOB DESCRIPTION**

ACCOUNTING CLERK

Union / Non-Exempt

Department: Treasurer's

General Summary

Under the supervision of the Treasurer and Deputy Treasurer, assists in maintaining accounts, journals, and ledgers, preparing financial records and reports as directed for township funds, and performs related accounting activities. Processes accounts receivable and all Township receipts for all funds.

Primary Responsibilities:

1. Assists in compiling accounts receivable financial transactions, journals and post to prospective ledgers.
2. Process accounts receivables, ensuring that receipts are processed promptly and accurately.
3. Assists department directors by answering questions and giving information on Township Treasury procedures.
4. Assists Treasurer and Deputy Treasurer in compiling and calculating data for various periodic financial reports, cash balances, general ledger balances, and property tax balances. Analyzes reports to verify accuracy and if not, performs audit procedures making corrections as needed.
5. Assists Treasurer with year-end audit preparation.
6. Assists Treasurer with data for the Treasurer's report, water department reports. Updates QuickBooks with all bank deposits and G2G transactions.
7. Manages software and technology responsibilities within the Treasurer's dept. including coordinating work orders with IT support and managing Treasurer's Department on the township website.
8. Manages all front office responsibilities in the Treasurer's office including answering property tax questions from residents, resolving property tax issues with residents, receipting responsibilities, and banking responsibilities.
9. Manages rentals and usage of Township facilities, including receiving deposits, requesting deposit refunds, and managing issuance of keys.
10. Manages and trains new personnel working in the front office of the Treasurer's Dept.
11. Coordinates software updates in the Treasurer's Dept.
12. Facilitates IT purchases for hardware needs as requested by the Township Treasurer.

13. Assists the Treasurer and Deputy Treasurer with all work related to property taxes including Creating and uploading data files to print tax bills, processing Board of Review and Michigan Tax Tribunal changes throughout the year and settlement procedures from start to finish.
14. Coordinates software updates in the Treasurer's Department.

Education/Experience:

- Associate Degree with courses in accounting or 5 years of experience working with general ledgers and supporting journals.
- Demonstrated computer support experience with Microsoft Office products.
- Ability to communicate solutions to non-technical employees effectively.

Other Requirements:

- Proficient in Excel, Power-Point, Outlook and MS Word and working knowledge of windows-based PC.
- Strong data entry skills and attention to detail.
- Strong analytical skills and problem-solving skills.
- Self-directed with the ability to manage and meet deadlines.

Working Conditions and Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 use hands and fingers to handle, feel or operate office equipment and controls, and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is regularly required to walk and sit.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Visual concentration required to read a computer screen and/or written material.

Accounting Clerk Wage Scale – 2022

Start – \$62,211

6 mos. \$63,978

1 year \$65,751

2 year \$67,121

3 year \$69,285

DRAFT

**CHARTER TOWNSHIP OF WHITE LAKE
JOB DESCRIPTION**

SENIOR TREASURY SPECIALIST

Department: Treasurer's

Non-Exempt

Approved: November 15, 2016

General Summary

Manages the Treasurer's front office. Accounts for all financial transactions originating from township revenues and all other receipts. Responsible for daily customer support and communications with third parties.

Typical Duties:

Property Tax Responsibilities:

- Accept cash or checks for summer/winter tax bills.
- Date stamp customer and township remittance slips.
- Analyze checks for proper signatures/dates/ and amounts.
- List all cash payments / parcel # on manual daily cash receipts log.
- Batch scan tax remittances and remotely deposit all checks.
- Batch scan and prepare deposit ticket for all full/partial cash payments and for non-scannable check remittances.
- Compare/reconcile posting of receipts in tax software with Bank deposit.
- Pull report for all tax bills paid by mortgage servicers and send to all mortgage servicers each tax season to confirm parcel numbers.
- Update daily mortgage servicing codes to insure proper tax billing.
- Pull previous year summer tax deferment report and mail out applications to residents for new deferment requests.
- Date stamp all incoming summer deferment requests.
- Code tax payer as "deferred" in BSA tax software for summer and winter.
- Insert billing codes for all multiple parcels with the same owner.
- Sort and mail all multiple tax bills.
- Reconcile weekly tax receipts in order to remit weekly taxes to Oakland County and local school districts.
- Compare / reconcile receipts with general ledger and with BSA tax software for each week.
- Prepare current week tax remittance schedule showing weekly breakdown of tax source including operating, Intermediate school allocated, Intermediate school voted, Oakland Community College, State Education, County Parks and Rec., Huron Clinton Metro Park, Zoo, Art Institute, Drain and Lake Levels, County Road Assessments, Delinquent Sewer and Water use, Clarkston School Operating and Debt, Holly School Operating and Debt, Huron

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not construed as an exhaustive list of all job duties performed by personnel so classified.

Valley School Operating, Debt and Sinking Fund, Walled Lake School Operating, Debt, Sinking Fund and Supplemental, and Waterford School Operating and Debt.

- Fill out Oakland County wire transfer form weekly showing them their breakdown and total to be remitted including breakdown of interest by each tax category.
- Fill out and transmit weekly tax detail remittances to our five local school districts.
- Enter weekly tax remittances in ACH wire software request screen.
- Record all weekly tax remittances in QuickBooks.
- Proof tax bills, millage rates and mathematical extensions for five School Districts for summer and winter tax bills before final print runs.
- Test scan tax bills for five school districts summer and winter to insure proper credit within BSA software.
- Prepare all payoff requests for Township level outside special assessments making sure to calculate interest through month end. Post all payoffs to both Cash Receipting software as well as into Special Assessment software.
- Reconcile tax overpayments after both summer and winter tax seasons and prepare list and all backup for all tax refunds.
- Handle incoming phone calls regarding tax and special assessment questions.
- Email all duplicate tax bill requests.
- Prepare written correspondence to taxpayers for all NSF and other uncollectable checks. Mail out detail along with WLT invoice for NSF fees.
- Reverse out of BSA software all uncollectable checks.

Passport Processing:

- ~~Manage all facets of passport processing including review of applications and photos, passport assembly, accepting proper fees, submitting applications and fees, and tracking applications to insure delivery receipt by U.S. Passport Agency.~~
- ~~Required to handle all Passport Agency audits.~~
- ~~Required to pass all U.S. Passport Department annual examinations.~~

Receipting – Other

- Accept receipts for other township revenues, permits, licenses, reviews, inspections, Police Department functions, Fire department functions, Public Works billings, Senior Center functions, and Parks and Recreation functions. Insure credit to proper fund, general ledger account, and checking/savings account. Prepare bank deposits for all receipts.

Dog License Processing:

- Manage all facets of processing dog licenses on behalf of Oakland County Animal Control. Responsibilities include review of applicant rabies certificate, proper data input, proper license selection, acceptance of fees, and accurate accounting and remittance to Oakland County Animal Control.

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Township Facility Reservations:

- Manage the rental reservations, and accounting for the Township Community Hall, the Dublin Senior Center, the Township Board Room and the Township Pavilion.

Special Projects:

- To assist with assembling financial information associated with special projects of the Treasurer.

Education/Qualifications:

- High School graduate or equivalent.
- Two or more years involving cash handling.
- Proficient in Excel, PowerPoint and MS Word.
- Applicant must have five years of Banking Experience or 2 years in the Bank Specialist position.

Working Conditions and Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 use hands and fingers to handle, feel or operate office equipment and controls, and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is regularly required to walk and sit.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Visual concentration required to read a computer screen and/or written material.

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SENIOR TREASURY SPECIALIST WAGE SCALE

Start	\$51,669
6 months	\$52,468
1 year	\$53,258
2 year	\$54,053
3 year	\$54,848

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