

DEPUTY CITY TREASURER

POSITION SUMMARY: Under the supervision of the Treasurer, plans and supervises daily activities and work of the Treasurer's Office and Utility Billing Office. Assists the Treasurer with tax administration, receipting and depositing of City revenues, delinquent tax collection, utility billing and wholesale water and sewer invoicing and reconciliation.

SUPERVISION RECEIVED: Work is performed under the direction of the City Treasurer.

SUPERVISION EXERCISED: Supervision is exercised over subordinate departmental personnel.

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. Supervise and coordinate daily work of the office, including providing instruction on complex issues and provide follow up on dispute resolutions.
2. Supervise cashiers, review daily collections of City revenues, and direct the deposit of all monies received by the City.
3. Supervise utility billing staff and resolve complex billing issues or disputes as well as issues between Meter Shop and office personnel.
4. Aid and guide tax collector with complex or unusual delinquent personal property tax collection issues.
5. Develop and implement office policies and procedures, internal controls and reporting forms in cooperation with the Treasurer.
6. Prepare and maintain special assessment records and billing.
7. Maintain collection records and prepare financial reports, tax distribution reports and reports related to utility billing.
8. Assist Treasurer in preparing tax roll, tax bills and any corrections issued by Michigan Tax Tribunal, State Tax Commission or Board of Review.
9. Assist Treasurer to complete special projects and prepare financial reports required by City, Country, State and Federal agencies.
10. Participate in the budget process and with personnel decisions.
11. Assist Treasurer with retail and wholesale water and sewer rate making, billing and reconciliation.
12. Prepare and approve purchase requisitions.
13. Stay abreast of legislative and regulatory developments, administrative techniques and current issues through continued education and professional growth.

14. Perform Treasurer's duties in Treasurer's absence.
15. Attend City Council meeting and other meetings as required.
16. Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:** *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A Bachelor's degree in accounting, finance, public administration or a related field. An entrant into this classification who has not met the degree requirement must demonstrate acceptable progress toward attaining the degree in order to advance in the pay range. The degree requirement must be attained in order to advance to the top step of the pay range.
- B. Two to three years of experience in professional accounting or financial management in a municipal setting with supervisory experience.
- C. Knowledge of property tax administration and utility billing procedures.
- D. Knowledge of the methods and techniques of financial analysis, accounting and financial reporting.
- E. Skill in dealing with customers in a professional manner, ability to resolve internal personnel matters and tact in dealing with individuals from other City Departments.

**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. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

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