

Deputy City Treasurer

FLSA: Administrative exemption

Summary: An incumbent in this position is responsible for performing essential duties including but not limited to assisting the City Treasurer in the direction of financial planning, collection of property taxes, investment of surplus funds, and disbursement of funds for the City of Pontiac.

Supervision

Supervision Received: Works independently under the general supervision of the City Treasurer.

Supervision Given: Supervision of Treasurer Office personnel may be given.

Job Environment

- The environment in City Hall is one of a typical business office environment, with electro-mechanical computer- and telecommunications-related equipment; exposure to noise from shredders, printers, copiers, telephones, and other computer-related equipment.
- Operates PC-based computer system and other office equipment.
- Has regular, daily contact with personnel and offices throughout the City Hall in answering questions and solving problems.
- Has access to public information files in the computer systems.
- Errors could result in the damage to or loss of information resulting in significant financial and legal consequences to the City.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position:

- Prepares, analyzes, and interprets accounting records and reports.
- Prepares correspondence, spreadsheets, financial, and other reports.
- Prepares and maintains property tax system for each tax season.
- Maintains property tax rolls.
- Assists in recording levy and deferments.
- Reconciles tax and land system records in coordination with Oakland County Equalization.
- Prepares and maintains property tax reports.
- Answers inquiries and complaints from general public concerning tax collection, assessment, and related matters.
- Files all bankruptcy claims.
- Enforces City, departmental, and divisional policies.
- Calculates payments in lieu of taxes in accordance with respective ordinances.
- Assists in cash receipt processing as necessary.
- Prepares distribution of property taxes collections as required by law.
- Performs the duties of the City Treasurer in the absence of the City Treasurer.

Typical Assignments

Administration

- Supervises treasurer office personnel as assigned.
- Prepares financial reports, correspondence, and records.
- Assists in collection and disbursement of property taxes.

Communication

- Assists in resolving constituent inquiries and casework.
- Answers inquiries concerning the payment of taxes and special assessments.

Research

- Researches and addresses issues relating to property tax inquiries.
- Issues and maintains records of invoices and/or refunds for tax payments.
- Works with staff to develop materials and prepare briefings for the Mayor and Council.

Public Relations

- Establishes and maintains working relationships with City stakeholders and outside agencies.

Recommended Minimal Qualifications

Education, Training, and Experience: High school diploma; a minimum of five years experience working in the office of a municipal treasurer with regular responsibilities working directly with the tax roll or managing investments.

Knowledge, Ability, and Skill:

Knowledge:

- Considerable knowledge of accounting practices and procedures involved in the assessment, collection, and recording of tax collections and other receipts.
- Working knowledge of office practices and procedures including cash handling procedures involving large sums of money and the organization and functions of municipal government.
- Knowledge of Internal controls.
- Strong knowledge and understanding of Michigan property tax laws.

Ability:

- Ability to understand, speak, and write in the English language.
- Ability to read and interpret documents and write routine reports and correspondence.
- Ability to speak effectively before a group of persons.
- Ability to deal with customers who may become verbally combative in a telephone or personal situation.
- Ability to perform multiple tasks accurately and efficiently under time constraints.
- Ability to work both independently and cooperatively.
- Ability to exercise professional judgment and maintain confidentiality when necessary.
- Ability to apply the overall mission of a department to make executive support decisions.
- Ability to review several diverse reference sources and select and synthesize data for reports and other forms of correspondence.
- Ability to apply instructions and guidelines in the disposition of problems.
- Ability to direct, review, and evaluate the work of other employees, as required.
- Ability to make decisions and take necessary actions.
- Ability to maintain composure during stressful situations.
- Ability to efficiently handle multiple tasks requiring a high degree of attention to detail.

Skills:

- Computer skills that encompass effective use of word processing, spreadsheet, email, and internet browser software.
- Working knowledge of BS & A tax software.

Physical Requirements

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.

Minimal physical effort required to perform work under typical office conditions. While performing the duties of this job, the employee is regularly required to sit and stand; must regularly lift and or move items up to ten pounds; be able to clearly hear constituents when speaking in person or on the telephone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.