



GRAND TRAVERSE COUNTY, MI JOB DESCRIPTION

Chief Deputy Treasurer

GENERAL SUMMARY

Primary functions of the job are to provide support for the County Treasurer, supervise department staff, balance and maintain financial and investment schedules and bank accounts for the County under the direction of the County Treasurer. Provides assistance to taxpayers, other County department employees, and local treasurers regarding tax collection and settlement of delinquent taxes.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

The position serves at the pleasure of the elected official.

This position may require travel by the employee in the employee's own vehicle.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Supervises designated staff, including overseeing work, establishing and evaluating appropriate performance standards in accordance with the department's and County's objectives.
- Responsible for the review and implementation of new procedures and improved methods.
- Performs all the duties of the County Treasurer if the elected County Treasurer is unavailable or unable to for any reason, is second in command, and supervises staff in the Treasurer's office.
- Balances and maintains several financial schedules, which may include: balancing bank accounts to the general ledger; maintaining debt payment billings and payments; documenting, balancing, and making payments for payroll taxes; performing banking analysis; comparing and balancing monthly general ledger to subsidiary ledgers; and, performing other related activities.
- Performs tax searches and deed certification.
- Prepares remote capture funds for the bank.
- Collects and balances cash intake and receipts in accordance with County and governmental standards.
- Participates in/on a variety of meetings, committees, and/or other related groups in order to receive and convey information.
- Assists with the collection and settlement of delinquent taxes.
- Provides comprehensive customer service, including delivery of accurate, prompt, and courteous assistance on complex policies, guidelines, and standard practices to internal and external customers, both verbally and in writing.
- Analyzes and reviews payroll items and prepares related reports.
- Participates in investment activities.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Bachelor's Degree in Finance, Accounting or related field
- Two to four years directly related experience



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CERTIFICATIONS, LICENSES (minimum requirements)

May require a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist, but are flexible and open to considerable interpretation. Analytic skills are needed to interpret and apply guidelines. Errors at this level could lead to serious, long-term consequences involving substantial financial costs, significantly reduced service to the public, and/or negative media reaction. Errors may affect others outside of the department and may require intervention of an agency head to resolve.

Compared to the County Treasurer classification, does not have full authority and responsibility for department operations.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- Work is performed in an office environment
- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel
- May be required to lift/move up to 50 pounds (such as a box of paper)

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge of generally accepted accounting principles, terminology, procedures, theory, and practices.
- Specialized knowledge related to payroll taxes, governmental tax statutes and laws, investment schedules, and banking transactions.
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, and telephones.
- Skill in use of personal computer software, including spreadsheet development and word processing.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Skilled in researching and resolving problems in order to ensure compliance.
- Analytical and organizational skills necessary to perform accounting duties.



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- Ability to comprehend, process and apply both verbal and written skills appropriate to the job.
- Ability to explain complex policies and processes in layman's terms.
- Ability to accurately organize and maintain paper documents and electronic files.
- Ability to maintain the confidentiality of information and professional boundaries.
- Ability to use County resources effectively and efficiently.