	JOB POSTING AND POSITION DESCRIPTION CHIEF DEPUTY TREASURER	Position #: 253-0001
		Unit: County Treasurer
		FLSA Status: Exempt

HOURS: Full-Time 37.5 hrs per week

DATE:

GRADE: R26 Non Union

DEADLINE TO APPLY:

JOB SUMMARY: Under the direction of the County Treasurer, the Chief Deputy Treasurer is responsible for the overall supervision of the Treasurer Office Staff and operations. Performs and oversees various specialized accounting duties. Assists the Treasurer with investments. Supervises office functions including tax collection, settlement, delinquent tax revolving fund as well as note and bond sales and payments. Creates journal entries that will be implemented by the County Accountant. Actively participates in the hiring and training of staff, in addition to disciplinary actions or termination as required. Acts as the County Treasurer in the Treasurer's absence.

ABILITIES, KNOWLEDGE, AND SKILLS:

- Experience in supervision of staff
- Skill in maintaining accurate and organized records
- Advanced knowledge in the use of Excel and Word, specifically spreadsheet compilation and analysis
- Strong knowledge of fund accounting, cash handling and internal controls
- Proficient with 10-key calculator and other office equipment
- Experience with BS&A Software and/or Accounting software
- Ability to complete mathematical computations quickly & accurately
- Strong written & verbal skills
- Possess or acquire a Notary Public designation.
- Ability to work effectively with other officials, staff and the general public

Physical Requirements:

- Requires the ability to operate machinery & tools such as a calculator, computer, and other office machines.
- Tasks may involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing & pulling of objects weighing less than 20 pounds.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Cash, Investment & Financials related:

- Oversees the collection of taxes by office staff.
- Oversees the receipting of transmittals from other departments
- Oversees the dog licensing program.
- Works with the Courts to ensure proper receipting of credit card payments
- Balances daily total receipts, prepare bank deposits, oversees remote deposit capture daily.
- Oversees all daily banking transactions such as cash transfers, wire transfers, ACH transfers and other electronic transfers in coordination with the Finance Department to ensure accurate, timely payments to vendors and payroll processing.
- Monitors all bank accounts, ensuring that there are sufficient funds in each account for the daily activities, transfers money between accounts as necessary.


- Assists the County Treasurer with the management of the County's cash & investment accounts including research for new investments.
- Authorizes the signing of accounts payable checks by the Clerk's office daily.
- Oversees the yearly escheatment of outstanding checks to the State of Michigan.
- Assists with the annual audit by pulling data, testing of data for verification & providing other support as requested by the Auditors or Administrator.
- Work with local units of government, the Board of Public Works and the Building Authority to ensure timely bond payments.
- Monthly reconciliation of all bank accounts and investments
- Importing credit card payments made online; printing and mailing receipts and/or new bills, as needed
- Overseeing the billing of veterinary offices for dog licenses they have sold
- Balancing the general ledger accounts for which the County Treasurer is responsible.
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- Journalizing and posting payments to the general ledger from cash receipting daily
- Processing journal entries monthly to balance our general ledger with the Road Commission activities
- Monitoring and paying the delinquent tax bonds

Property Tax Related

- Provide assistance, both over the counter and on the phone or via e-mail, to taxpayers, title & mortgage companies, real estate agents and others regarding property within the county, with legal descriptions, assessed values, special assessments, billing, payments, refunds & departmental procedures.
- Oversee the certification of deeds, which includes reviewing the tax history & determining that the legal description matches the tax description.
- Oversee the Principal Residence Exemption Audit procedure, preparing bills for taxpayers, processing refunds and preparing the appropriate vouchers/journal entries, as well explaining the process to taxpayers.
- Prepare journal entries for the distribution of collected taxes.
- Assists the County Treasurer in performing the annual tax settlement process, including transfer of data to the county's database & working directly with local units on settlement related issues. This includes review of payments by the local unit, tax captures by the DDA/LDFA/Brownfield/Corridor Improvement to ensure that the local units & schools & other governing bodies are correctly reimbursed for their delinquent taxes. This also includes creating the reports that are sent to all units, all journal entries & the voucher to create the checks.
- Assist the Treasurer in preparing data & reports regarding the annual sale of delinquent tax anticipation notes, including calculating the balance needed to borrow.
- Oversees delinquent tax rolls, processing all adjusting entries created by tax tribunals, boards of review, tax reversion, bankruptcy or property splits/combinations.
- Prepare vouchers for refunds to taxpayers due to refunds created by overpayments, Tax Tribunal, State Tax Commission or Board of Review Changes. Prepare journal entries for adjustments to tax receivables for those transactions.
- Calculate the charge back of taxes created by Tax Tribunal, State Tax Commission or Board of Review Orders and creates an appropriate Journal Entry to complete the transaction in the General Ledger.
- Assist the Treasurer in the foreclosure and auction of delinquent tax properties, preparing journal entries for the distribution of the auction proceeds.
- Distributes state monies to local units in accordance with state statutes for State Education Tax, Commercial Forest Reserve, Swamp Tax, Payment in Lieu of Taxes, Tax Reverted Properties.
- Completes month and quarter end distribution of payments such as the state education tax, penal fines, ordinance fines, mobile home taxes, remonumentation fees, and transfer taxes.
- Calculate and distribute the County road millage to cities and villages
- Compare the general ledger to the tax programs and create a journal entry to correct any balances.
- Oversees bankruptcy claims to ensure staff has properly filed priority claims, parcels are correctly identified in the software and bankruptcy attorney is notified if additional action is required.
- Balancing collections of village taxes with the tax program and general ledger and distributing every two weeks beginning September 15th and final distribution and settlement
- Maintaining a ledger of payments as they are received from local units for current collections of county millages and SET
- Billing local units for Brownfield captures
- Processing the closing out of the delinquent tax funds when the Treasurer declares a surplus
- Restating the delinquent tax funds at year end
- Maintaining a ledger of delinquent personal property taxes collected by local units and paid to the county and distributing those funds at year end.

Staff Related:

- Overall supervision of the operations of the Treasurer's Office, including participation in the hiring, training, disciplining, and termination of staff by making recommendations to the Treasurer for action to be taken.
- Trains new employees to utilize the software systems and office procedures.
- Serve as the passport facility manager overseeing the staff responsible for processing passport applications.

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Miscellaneous:

- Notarize documents as necessary
- Sign various certificates or documents in the absence of the Treasurer.
- Additional duties as assigned or required.

QUALIFICATIONS / EXPERIENCE:

Bachelor's Degree in Accounting or Finance; Five years' experience in an accounting, bookkeeping or financial capacity in a fund accounting environment.

CERTIFICATIONS/LICENSES PREFERRED:

Michigan Certified Professional Treasurer (MiCPT), Certified Public Funds Investment Manager (CPFIM)

OTHER REQUIREMENTS:

Employment is dependent on background check, criminal history, and drug screen. Applicant must complete County application form.

SUPERVISORY RESPONSIBILITIES:

Direct Reports: Three

Delegation of Work: Occasionally assigns work to subordinate(s)

Supervision Given: Assists with final decisions on evaluating employee performance; scheduling work hours of other employees; on coaching and counseling; training; handling employee grievances and complaints; granting time off. Provides recommendations on; hiring new employees; discharging employees; and disciplinary actions.

Reports To: This position reports to the Van Buren County Treasurer

WORK LOCATION AND PHYSICAL DEMANDS:

This position is in the Van Buren County Treasurer's Department housed in the County Administration Building, Paw Paw, MI.

Send Applications To: Van Buren County Administration Building
219 E. Paw Paw Street, Suite 302
Paw Paw, MI 49079

Applications are available from Human Resources Division
Phone: (269) 657-8230
Website: <https://www.vanburencountymi.gov/Jobs.aspx>

Or apply online through our Career Portal!

Van Buren County Government is An Equal Opportunity Employer