

**INGHAM COUNTY
JOB DESCRIPTION**

ACCOUNT CLERK II-TREASURER

General Summary :

Under the supervision of the Chief Deputy County Treasurer, collects money for delinquent property taxes, computes and prepares delinquent tax statements, provides information regarding tax matters to the public, issues and collects fees for dog and kennel licenses, receipts revenues from other county departments, and performs a variety of other activities related to processing and maintaining tax records. Processes redemptions and reconveyances resulting from the tax sale, assembles deeds or the reconveyances of tax liens and acts as liaison between tax lien buyers and taxpayers. Assists with the settlement procedures between the county and local taxing units, and performs a variety of other tasks related to the accounting activities of the Treasurer's Office.

Essential Functions :

1. Processes redemptions and reconveyances resulting from the tax sale, assembles deeds or the reconveyances of tax liens and acts as liaison between tax lien buyers and taxpayers. Includes obtaining certification of fees and entering total charges necessary for redemption to computer, setting date for redemption, notifying the purchaser if redeemed and requesting quit claim deed, processing payment to purchaser, maintaining all file documents, and updating sale book. Refunds money to the tax sale buyer if the property is redeemed.
2. Provides information by telephone and in person to taxpayers, banks, real estate personnel, title companies, attorneys and other interested parties concerning the tax status of County property. Explains and clarifies the tax collection process to the public.
3. Reviews tax records to ensure that all necessary tax information has been accurately documented. Checks real estate documents for proper legal description. Certifies deeds which includes checking tax history and determining if legal description on deed is same as on computer.
4. Assists customers by researching the tax status of property, providing the name on the tax roll, taxes paid or due, and amount required for payoff. Examines and verifies property descriptions and previous assessed value, special assessments and millage rates. Updates delinquent tax names and addresses and prepares changes for delinquent notices. Prepares, verifies, and corrects interest calculations and distributes delinquent tax notices.
5. Collects and receipts large amounts of money. Collects money for delinquent taxes, and dog licenses and posts to appropriate accounts: includes daily balancing

of collections, preparing bank deposit, and verifying that money is distributed to proper accounts.

6. May assist with bank reconciliations for the Treasurer's Office, including deposits and disbursements made by county departments, investments, deposit accounts, and checking accounts. Maintains county petty cash files. keeps records and collects non-sufficient checks for county departments. Maintains records and funds for Escheats Accounts including detailed calculations to determine the amount of interest that is due to customers.
7. Assists with the annual audit by pulling data, testing financial data for verification, and providing other support.
8. Opens, stamps, analyzes, and processes mail, including payments, payoff letters, and other correspondence.
9. Performs a variety of other functions related to accounting operations of the office.

Other Functions :

10. May perform tax histories and searches in the absence of the Tax Abstractor.
11. May collect data and assist in preparing the annual report of the Treasurer.

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

Employment Qualifications :

Education: High school graduation or equivalent.

Experience: Two years of experience in a capacity related to account processing activities including working with computerized accounting systems and spreadsheets. Prefer some experience working with tax records.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to enter and access information from a computer.
- Ability to access office files.
- Ability to operate a calculator.
- Ability to lift and move tax rolls and other books weighing up to 10 lbs.
- Periodic prolonged sitting at a computer terminal.
- Periodic prolonged standing at a computer terminal, maps, and counter.

Working Conditions:

Works in office conditions.

