

**INGHAM COUNTY  
JOB DESCRIPTION**

**CHIEF DEPUTY TREASURER**

**General Summary:**

Under the general direction of the County Treasurer, supervises all phases of the Treasurer's Office. Performs complex accounting duties and supervises office functions including tax settlements, delinquent tax revolving fund, note and bond sales, Treasurer's annual report, and auditing of funds within the office. Must have working knowledge of micro, mainframe and banking systems and software. Must understand the principles of cash management and finance. Actively participates in hiring, firing and discipline. Acts as County Treasurer in the Treasurer's absence.

**Essential Functions:**

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Overall supervision of the operations of the Treasurer's Office.
2. Participates in the hiring, firing and evaluation of staff by making authoritative recommendations to the Treasurer of action to be taken.
3. Assists Treasurer in making, recording and cashing investments. Audits cash drawers and prepares bank deposit for various banks. Transfers funds to various accounts.
4. Supervises the settlement of taxes with the township and city treasurers annually.
5. Assist the Treasurer in compiling and preparing data and reports needed for the annual sale of delinquent tax anticipation notes. Calculates, collects, issues tax receipts and redemptions, audits cash received with orders or warrants and issues official receipt.
6. Annually prepares documents for the Municipal Finance Commission and bond rating services relative to the borrowing of funds for the Delinquent Tax Revolving Fund.
7. Supervises the preparation of the Treasurer's Annual Report.
8. Administers the hotel/motel accommodation tax and conducts audits when necessary.
9. Signs and endorses checks drawn and orders journal entries.
10. Keeps Treasurer's general ledger and audits records of Account Clerks.
11. Trains new employees and acts as resource person for complex problems.
12. Evaluates ongoing computer programs to keep them updated to current needs and technology.
13. Answers correspondence and telephone inquires relating to tax matters including bankruptcies, redemptions and reconveyances.
14. Deciphers legal descriptions of property and locates parcel descriptions on the tax map and in the tax roll, as necessary.
15. Assists other departments with accounting problems.
16. Performs related duties as required.

**Other Functions:**

17. None listed.

**Employment Qualifications:**

**Education:** Bachelor's degree in Accounting.

**Experience:** Three to five years of related experience.

**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):

**Working Conditions:**

Works in office conditions.