

INGHAM COUNTY JOB DESCRIPTION

TREASURER

GENERAL SUMMARY:

As an elected official, the Treasurer is "Banker" for all County funds, securities and financial statements. As prescribed by law, he/she is responsible for collecting taxes and fees and other County revenue; disburses them and keeps all necessary account records.

TYPICAL DUTIES:

1. Responsible for the collection and disbursement of all delinquent property taxes. Conducts annual tax sales of real estate taxes delinquent three or more years.
2. Receives and disburses State monies to various local units including such monies as sales tax, intangible taxes and income taxes.
3. Receives and accounts for other funds coming into the County such as grants and property taxes. Invests funds, determining best means of investment to gain the largest interest or return on investment.
4. Responsible for the inventory of safety deposit boxes of deceased persons in the County; reports findings for the State to the Judge of Probate Court.
5. Supervises the maintenance of necessary and required accounting and related records as all transactions; prepares and/or oversees the preparation of budget and account status reports for the Board of Commissioners.
6. Responsible for issuing tax histories and searches as required by lending institutions and the general public.
7. Responsible for the issuance of dog and kennel licenses and maintains all required records of licenses issued in the County.
8. Responsible for borrowing sufficient funds annually through the sale of revolving tax notes to pay each assessing unit (city, township, schools, etc.) for its delinquent real estate taxes as of March 1st each year.
9. Responsible for making adjustments to property assessments as ordered by the State Tax Tribunal to the tax rolls in his possession.

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10. Serves as a member of the Plat Board and Elections Board. Attends State and Professional conferences and seminars to keep abreast of laws and pending legislation affecting the Treasurer's Office.
11. Performs normal managerial duties in accomplishing the Treasurer's responsibilities such as hiring, firing, disciplining and promoting employees.



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.