

**INGHAM COUNTY  
JOB DESCRIPTION**

**ASSISTANT TO THE TREASURER**

**General Summary:**

Under the direction of the County Treasurer: Supervises all phases of the Treasurer's Office regarding tax calculations, billing and collection of taxes, redemption of tax sale properties and maintaining proper tax records; serves as trainer for local units, other departments, and outside tax system users; assists Chief Deputy Treasurer in complex accounting functions. Must be able to effectively communicate with the public and co-workers and handle difficult problems which may arise regarding taxes and legal descriptions when dealing with the public. Must have working knowledge of computer systems, both micro and main frame, and be able to assist in programming new and revised programs. Actively participates in hiring, firing and discipline.

**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. Assist the County Treasurer in hiring, training, discipline and evaluation of staff by making recommendations of action to be taken.
2. Supervises Tax Administration staff and with approval of Treasurer, assigns specific duties to each.
3. Audits cash drawers and prepares bank deposits for various banks.
4. Calculates and collects delinquent taxes, issues tax receipts and redemptions, audits cash received with orders or warrants and issues official receipts specifying the fund to which monies are to be applied.
5. Answers correspondence and telephone inquiries relating to tax matters including bankruptcies, redemptions and reconveyances.
6. Deciphers legal descriptions of property and locates parcel descriptions on the tax map and in the tax roll.
7. Assist Chief Deputy Treasurer in tax settlements, with the local treasurers by auditing their delinquent tax rolls and breaking down total tax items to specific tax items.
8. Evaluates ongoing computer programs to keep them updated to current needs and technology.
9. Maintains detail of accounts receivable delinquent taxes.
10. Bills and manages homestead denials.
11. Serves as trainer for local treasurers, other departments and other outside users on tax system. Duties include writing and maintaining the user's manual, on-site training, telephone assistance, other assistance as needed.
12. Serves as trainer for departments utilizing the cash receipting system of the County.
13. Serves as liaison between local treasurers (both on-line users and non-users) and the MIS department for the loading of tax information.
14. Serves as liaison between on-line local treasurers and the County Treasurer's Office.

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15. Transfers direct deposit monies for County payroll. Transfers direct deposit monies, PEBSCO funds and updates Friend of the Court Child Support payments for County payroll.
16. Enters payment vouchers via County's accounts payable system and runs necessary reports.
17. Enters employee time cards and runs associated reports.
18. Reconciles drain ledgers and monitors payments from individual drainage districts.
19. Responsible for Annual Tax Sale procedure. Duties include maintenance of the Tax Sale computer system, Tax Sale Certificates and the Tax Sale Book (as mandated by the State of Michigan, Department of Treasury).
20. Serves as phone administrator for the Treasurer's Office automated phone attendant. Duties include writing, recording and updating script for automated attendant.
21. Perform related duties as required.

### **Other Functions:**

22. None listed.

### **Employment Qualifications:**

**Education:** Associate's Degree in Accounting or related field.

**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.

September, 1999