

**INGHAM COUNTY
JOB DESCRIPTION**

LEAD SENIOR ACCOUNTANT - TREASURER

General Summary

Under the supervision of the Chief Deputy Treasurer, monitors, prepares, reconciles, and edits journal entries affecting funds and activities and implements accounting procedures in accordance with governmental regulations. Assists the Chief Deputy Treasurer in preparation of settlements with local units and the drafting of apportionment reports and tax collection warrants.

Essential Functions

1. Collects, verifies, and compiles information for apportionment report of millage and taxable value.
2. Drafts the property tax collection warrant and tax rate sheets for local assessors.
3. Balances ad valorem tax rolls to warrants and settles county and state tax collections with local governmental units.
4. Issues tax refunds as authorized by Board of Review, Michigan Department of Treasury, or Michigan Tax Tribunal. Tracks and reports changes of taxable value to Michigan Department of Education for state school aid distribution to school districts within the County.
5. Analyses financial records of banks for investment purposes. Invests County monies, authorizes wire transfers and automatic clearing house in the absence of the Treasurer and Chief Deputy Treasurer. Balances daily receipts in absence of the Treasurer or Chief Deputy Treasurer.
6. Reconciles monthly trial balances, bank statements, tax collections, delinquent tax fund balances, and trust and agency accounts.
7. Forecasts annual revenues and expenses in order to prepare the departmental budget request to the Board of Commissioners.
8. Compiles information to determine the anticipated annual delinquent tax note issue and other county borrowings.
9. Assists local treasurers calculate annual Downtown Development Authority (DDA), Tax Increment Financing Authority (TIFA) and Local Development Financing Authority (LDFA) district captures and payoffs.

10. Balances and report unclaimed properties to Michigan Department of Treasury.
11. Prepares annual debt schedule.
12. Assists account clerks with public inquiries of an unusual, difficult, or sensitive nature.
13. Maintains the County Treasurer's web site.

Other Functions

14. None listed.

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

Employment Qualifications

Education: Possession of a Bachelor's Degree in Accounting or a related field.

Experience: Three years of professional accounting or auditing 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]:*

Ability to access and retrieve information from a computer.
Ability to operate office equipment.

Working Conditions:

Works in office conditions.