



Position Available – Internal Posting Job Title: Deputy Treasurer II

Classification: Level 5
Full Time/Full Benefits (37.5 hrs/wk)
TPOAM Union

Department: Treasurer's Office

Hourly Wage: \$14.41 - \$18.23

Benefits Include: Hybrid Pension – 5% employee contribution
Health, Dental & Vision Insurance – 10% employee contribution
Paid Holidays, Vacation & Medical Leave
Life Insurance
Short-term Disability Insurance

Responsibilities & Qualifications:

- Assist Treasurer in the settlement of taxes with the township and city treasurers
- Assist with the preparation of the tax forfeiture, redemptions, and foreclosures, keeping and sending up-to-date active lists while reporting with responsibility for accuracy and legality
- Compute, record and remit refunds and collections from tax board of reviews and Primary Residence Exemptions
- Analyze and interpret financial data to prepare/maintain monthly statements and reports; prepare various types of correspondence. i.e. Intergovernmental County Billing
- Maintains detail of accounts receivable on all delinquent taxes through monthly tax reconciliations and ability to resolve issues with payment posting
- Receipt revenues deposited by County Offices and departments
- Assist in conducting extensive research of accounts having delinquent taxes; notifies all recorded and non-recorded parties associated with the property; utilizes various processes and methods of search
- Knowledge of basic practices and methods of bookkeeping and accounting; ability to analyze and interpret fiscal and account data and to prepare appropriate statements and reports
- Assist in the absence of the Chief Deputy Treasurer and be trained to a level sufficient to assist PA123 Administrator during periods of peak activity and vacation
- Perform related duties as required.

Note: Examples do not include all of the duties which the employee may be expected to perform.

Deadline: Monday, November 29, 2021 by 4:00 p.m. to the County HR Office, Historic Courthouse, 437 E. Division St., Cadillac, MI.

Posted: November 22, 2021