



WEXFORD COUNTY, MICHIGAN

Human Resources Office, 437 E. Division, Cadillac, MI 49601 231-779-9452 231-306-0150 FAX

Position Available – Internal/External Posting **Job Title: Deputy Treasurer I**

Classification: Level 4
Full Time/Full Benefits (37.5 hrs/wk)
TPOAM Union

Department: Treasurer's Office

Hourly Wage: \$17.35 - \$21.21

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:

- Assists public in person, by telephone, and by email requesting information regarding delinquent taxes and other related functions of the Treasurer's Office.
- Collects and receipts all payments for taxes, fees, and other revenue items.
- Balances cash drawers, reviews and reconciles all payments for accuracy to prepare daily bank deposit.
- Deciphers legal description of property for tax certification and tax searching.
- Maintains, orders, and distributes Dog Licenses to Animal Control, townships, and local veterinarian clinics.
- Assists with all office filing and purge records as relates to record retention schedule.
- High school degree or equivalent and two years of experience in bookkeeping or accounting.
- General knowledge of State of Michigan taxation statutes and requirements.
- Basic knowledge of the principles, methods, and practices of accounting.
- Perform basic mathematical functions quickly and accurately.

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

Deadline: Monday, August 10, 2026, by 4:00 p.m. to the County Human Resources Office, Historic Courthouse, 437 E. Division St., Cadillac, MI.

Posted: July 29, 2026