

MONTCALM COUNTY
CHIEF DEPUTY TREASURER
COUNTY TREASURER'S OFFICE

Full-Time

\$36,545.60 - \$42,785.60/year

General Summary

Under the supervision of the County Treasurer, performs complex bookkeeping tasks including gathering, identifying, and posting transactions and balancing accounts to maintain accounting records and produce financial reports.

Essential Functions

1. Represents the County Treasurer in that official's absence.
2. Verifies the accuracy of receipts and department deposit advices and enters on the receipts terminal.
3. Verifies daily banking deposits and withdrawals for County checks and other transfers between accounts.
4. Verifies and reconciles general ledger account balances.
5. Keeps track of active bankruptcy cases in the County that involve a property tax liability in order to protect the County against potential loss.
6. Prepares ledgers for tax accounts, personal taxes, redemptions, and village taxes.
7. Accumulates data and prepares monthly summary reports and ensures their accuracy. Prints reports and distributes them to appropriate personnel.
8. Operates a computer to input data concerning recorded documents or accounts and to retrieve information for office or customer use.
9. Assists people at the counter and responds to telephone requests as necessary.
10. Prepares DS4410 reports for State Education Tax (SET).
11. Handles the filing of Probate claims on delinquent properties of deceased individuals.
12. Manages the annual PA105 PRE Audit and handles the denial and billing process.

MONTCALM COUNTY

Other Functions

- 13 Retrieves records from storage area, may entail locating and moving boxes of stored files.
- 14 Moves tax rolls and other documents from shelves to work area.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Associate's Degree in Accounting or related work experience.

Experience: Three years experience in a bookkeeping capacity utilizing automated accounting systems.
Some experience with BSA tax software would be helpful.

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 enter and access information from a computer.
Ability to access office files.
Ability to operate a calculator.

Working Conditions:

Works in office conditions.

Applications are available (on line at www.montcalm.org or in the Treasurer's Office). Applications and resumes are due in the Montcalm County Treasurer's Office, 211 W. Main Street, PO Box 368, Stanton, MI 48888. Applications with resumes will be accepted until 4:00 p.m. on Monday, April 2, 2018. EOE