

CHARTER TOWNSHIP OF OAKLAND JOB DESCRIPTION

Title: Deputy Treasurer/Financial Officer
Reports To: Treasurer/ Township Manager
Positions Supervised: 1

BROAD STATEMENT OF RESPONSIBILITIES:

Responsible for performing wide range of accounting and administrative functions to ensure efficient operations of the Treasurer's office. Also responsible for interacting with the public and receiving and processing payments to the Township.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Processes billings for Township services including semi - annual property tax bills; computes interest and penalties on late payments.
2. Receives, issues receipts and posts daily cash collections for all general fund revenues including tax payments, special assessments, trailer park fees, personal property taxes, and building department application fees or other receipts; prepares daily bank deposit and forwards to bank accordingly.
3. Handles all aspects of property tax collection process. Includes bi-weekly property tax distributions to all taxing authorities and annual settlement with Oakland County.
4. Responds to requests for information from taxpayers regarding tax payments and conducts research as necessary and to respond appropriately.
5. Invests Township funds to maximize earning potential in accordance with established State law and Township guidelines and policies.
6. Maintains property tax roll; records property splits, combinations and name/address changes; adds new assessment districts for water and sewer; assists in balancing tax roll and collections in settlement with Oakland County.
7. Trains and supervises Treasury support staff.
8. Prepares annual budget for Department, and certifies special assessments and utility bills to tax roll.
9. Purges department files and records periodically in accordance with Township's records retention schedule.
10. Performs financial analysis work regarding special projects and prepares corresponding reports; performs additional duties as requested to facilitate effective operations of the Treasurer's office.

KNOWLEDGE, SKILLS & ABILITIES:

1. Associates degree required with concentration in accounting; minimum two years relevant experience where knowledge of Michigan property tax laws and cash collection procedures has been gained; proficiency in computers to effectively utilize various software applications including Windows - Word and Excel; Certified Municipal Finance Administrator designation desirable.
2. Ability to interact successfully with representatives of various professional firms, real estate organizations, property owners and the general public as well as Township office staff at all levels.
3. Ability to meet deadlines and to concentrate for long periods of time; ability to analyze, interpret, comprehend and process detail data and information; ability to organize, prioritize and work independently as well as schedule and produce work in a timely manner in an environment where interruptions frequently occur.
4. Manual dexterity and physical ability for use of a computer for extended periods and operate various other office machines as necessary to carry out duties of the position; may be required to lift large storage boxes of taxpayer files and records periodically and office equipment.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.

