



POSITION DESCRIPTION

Position: Deputy Treasurer/Deputy Finance Director		Department: Finance/Treasurer	
Reports to: Finance Director/Treasurer		FLSA Status: Non-Exempt	
Location: City Hall	Division: N/A	Pay Grade: N/A	
Revised: November 10, 2021	Last Reviewed:	Union: N/A	Status: Full-time

GENERAL PURPOSE

Under the general supervision of the Finance Director/Treasurer this position is responsible for assisting in all City financial operations with a primary focus on property taxes, special assessments, and cash handling and management. Duties involve active participation in the annual budget process and the annual financial audit, long-term financial planning, and analysis of funds.

SUPERVISION RECEIVED

Works under the direct supervision of the Finance Director/Treasurer.

SUPERVISION EXERCISED

Assists the Finance Director/Treasurer in the day-to-day supervision of the department staff. Provides supervision and guidance specifically to personnel performing property tax, cash and investments, and accounts receivable functions. May also provide guidance to other accounting personnel performing payroll, accounts payable, and other accounting functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Property Taxes, Special Assessments, Cash Management:

This position is essential in the issuance, collection, and disbursement of all tax dollars to the local, county, school, and state entities. The Deputy Treasurer/Deputy Finance Director is responsible for implementing property tax administration and cash management including the following:

- Establishing the annual tax roll.
- Processing settlement documents with the county to close out the yearly tax collection.
- Maintaining and disbursing all tax monies collected to various taxing authorities according to State mandated schedules.

- Respond to public inquires and complaints. Works closely with the City Assessor to reconcile the tax and assessment values.
- Follow, initiate, and implement safe & secure measures to protect all cash.
- Administrator all accounts with all 3rd party cash processors.
- Manage and maintain all access to all cash, credit, and online accounts, processors, etc.

Supervision specifically of Property Tax Manager and Accounting Clerks and necessary backup of these positions to provide for the following:

- Collection of receivables at the counter (water bills, tax payments, etc.)
- Processing of department receipts for online transactions (Parks, senior, etc.)
- Processing of all mail, credit card and drop box payments daily.
- Monitoring treasurer and e-billing e-mail accounts and process all actionable items timely.
- Monthly reconciliation of Oakland County tax chargebacks.
- Reconciliation and payment collection for dog license sold on behalf of Oakland County.
- Processing and recording all non-sufficient funds.
- Proccing adjustments due to Board of Review, Michigan Tax Tribunal or State Tax Commission.
- Balancing and maintaining cash drawers as well as petty cash on a regular basis.
- Downloading lockbox and 3rd party vendor payment data into CSV files, manipulating data into proper layout for import into BS&A and import into system to accurately apply to proper accounts.
- Utilizing online banking to reconcile and clear finance related account withdrawals against BS&A data.
- Updating and maintaining all standard millage rates for the collection of taxes within BS&A.
- Update and maintain all special millage rates for the collection to taxes within BS&A system. (IFT, Brownfield, DDA, TIFA, etc.)
- Updating and maintaining all Special assessment information to insure correct billing and collection of all special assessments for City as well as other taxing authorities.
- Printing and distribution of tax bills to individuals as well as to mortgage companies.
- Maintaining and disbursing all tax monies collected to various taxing authorities according to State mandated schedules.

Finance/Accounting Additional Duties and Responsibilities:

- Assist with financial analysis of purchases developing cash flows and investment plans.
- Prepare quarterly investment reports for City Council review.
- Assist with developing a cash flow methodology.
- Assist with managing and investing City money according to legally approved investment policy.
- Maintain and update the investment policy and require information of the policy.
- Work closely with City investment consultant and managers on long term financial plans and strategies.
- Assist with monthly and year end posting, close outs, and related procedures and records.
- Enter general journal adjusting entries when needed for balancing, accruals, and other period end needs.
- Provide appropriate analysis for purchasing decisions as requested by departmental leaders and staff.
- Provide assurance for balance between subsidiary and general fund ledgers.
- Support outside auditor in auditing of treasurer records.

- Assist with filing grant request draws.
- Manage all City debt payments and related schedules.
- Performs special studies such as bond analysis and debt service cash flows.
- Assists in coordinating debt issuance, development of financial plans, credit rating presentations, etc.
- Assist, where necessary, in coordinating, planning, and presentation of the City's annual budget process.
- Assist, where necessary, in the coordinating, planning, and completion of the City's annual audit process.
- Complete annual federal and state reporting requirement including, but not limited, to CVTRS, F65, ACT 51, MSRB disclosures, etc.
- May assist with other accounting duties related to fixed assets, prepaids, accruals, deferred revenue, and implementation of GASB requirements.

Other Managerial Responsibilities

- Provides department leadership in the Director's absence.
- Assists in the establishment of departmental priorities and allocation of departmental resources
- Ability to analyze, implement and periodically update finance processes, business solutions and internal controls for all City departments.
- Manage special projects as assigned.
- Provides responses to inquiries from supervisors, boards, commissions, civic groups, and public; makes presentations to supervisors, boards, commissions, civic groups, and the general public as directed.
- Communicates official plans, policies, and procedures to staff and the public as directed
- Develops financial studies, forecast, estimates, and monitors the financial condition of the City to assure fiscal well-being. Communicates regularly with Finance Director on financial developments.
- May assist as necessary with risk management evaluation and processing insurance claims; collecting information as needed from appropriate parties; preparing claim and lawsuit information for attorneys and insurance claims adjusters.
- Extensive contact with City department personnel and public officials providing financial support and direction.
- Represent the city at various conferences and meetings.
- Attend workshops, conferences, and governmental trainings as required to ensure regulations and compliance in met within scope of the assigned work.

Other job-related tasks as determined by the Finance Director/Treasurer. Progressive exposure and cross training with accountants to Payroll, Fixed Assets, Accounts Payable, and other General Ledger activities.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from an accredited four-year college or university with a degree in accounting, finance, or business with documented coursework in both accounting and finance, or a closely related field, and five

(5) or more years of progressively responsible financial work or other experience to support success in the requirements of the position.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of financial or accounting theory, systems, principles, and practices; considerable knowledge of internal control procedures; considerable knowledge of computerized financial applications, preferably BS&A software or equivalent financial software; considerable knowledge of public finance and fiscal planning; accounts receivable, and cash management; considerable experience in budget development; and a working knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB; knowledge of capital financing techniques is desired; effective written and oral communication skills essential.
- (B) Skill in operating the listed tools and equipment.
- (C) Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to establish and maintain effective working relationships with employees, city officials; ability to assist in providing direction, leadership, and coordination of the Treasurer/Finance Department.
- (D) Ability to effectively supervise staff including direction and guidance on complex work assignments. Some supervisory experience helpful.

SPECIAL REQUIREMENTS

A valid state driver's license or ability to obtain one within three months.

TOOLS AND EQUIPMENT USED

Personal computer, including Word, Excel, PowerPoint, and Microsoft Outlook; BS&A financial software; 10-key calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; drug screen and pre-employment physical examination in compliance with Americans with Disabilities Act; background investigation; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Finance Director

Approval: _____
City Manager

Approval: _____
Employee