

ALPENA COUNTY

Deputy Treasurer

This position is nonexempt and is paid on a hourly basis; 40 hours per week, overtime after 40 hours.

This job description in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and training as dictated by their supervisor.

General Summary

The Deputy Treasurer will fill all the statutory and constitutional duties of the County Treasurers Office. Many of these duties are very detail oriented and will be processed over an extended period of time. There are over 600 statutory duties.

Essential Functions:

1. To collect and deposit *all* monies payable to the County. To reconcile all Financial Institutions monthly statements, including all payable (checking) accounts. Verify all financial activity is being processed through the Accounting Software; posting to the correct funds and accounts.
2. Process “Settlement” with the Local Units of Government and prepare the Delinquent Property Tax Rolls. Process the delinquent property taxes through the two year process of delinquency, forfeiture and foreclosure. Processing and verifying all the statutory requirements of forfeiture and foreclosure are completed. Prepare and present all foreclosed properties for Auction.

Other Functions:

1. The Treasurer’s Office is responsible for selling Dog and Kennel licenses for the county.

2. The Treasurer's Office is responsible for processing all property tax adjustments presented by the Michigan Tax Tribunal, the State PRE Denial Unit, and local units of government Board of Reviews for prior years.

This list is not 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: High school graduate or equivalent. An Associate Degree in Business Administration /Accounting or equivalent work experience.

Experience: Must have a minimum of two years working in an office with accounting / bookkeeping duties.

Other Requirements: Proficient using Microsoft Office (Word & Excel). The Applicant must be Bondable. Must enjoy working with and for the Public and be willing to work as a Team.

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]. The Applicant must be physically able to perform general office duties; standing to wait on the Public, sitting while working at a desk and or a computer. Bending, stooping, crouching, and or lifting to retrieve documents, books, etc. Applicant must be able to lift and carry up to 25 lbs. (boxes of files).

Working Conditions

General office environment; work is generally sedentary in nature, but will require standing and walking to wait on Public.