



## Deputy Treasurer

Department: Finance / Treasury  
Classification: Full-Time / Non-Exempt  
Reports To: Finance Director / Treasurer  
Date: March 2020

### Position Description

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#### Objective

Assists the Finance Director/Treasurer with all duties and activities associated with the financial functions of the department including property tax administration, accounts payable, and monitoring of city monies. Performs accounting duties in accordance with local, state and federal regulations. Acts on behalf of the Treasurer in his/her absence.

#### Essential Job Functions

An employee in this position is required to perform the following essential functions with or without reasonable accommodation.

1. Assist with property tax administration for real and personal property including tax roll creation, billing, receipting, posting of payments, deposits, disbursements, and tax roll adjustments.
2. Facilitate the cash receipting process and oversee front counter receipting operations for all payments received by the City.
3. Prepare bank deposits for all monetary functions including cash register drawers, property tax payments, special assessments payments and other various monies received by the department. Verify income tax and court deposits.
4. Assist with cash management and investments as well as monthly bank reconciliations in conjunction with the Finance Director / Treasurer and in compliance with City policy.
5. Responsible for the Accounts Payable function of the Finance/Treasury Department, including data entry, account verification, check preparation and issuance, payment backup retention, collection of W-9's, and issuance of 1099's. Review general ledger expenditure accounts for budget to actual comparison and assist in budget amendments as needed.
6. Assist with the special assessment billing, collection, and reconciliation process. Update special assessment records after property splits.
7. Assist Human Resources as payroll processing back up, which includes data entry, journal entries, deduction/expense reconciliation and payments.
8. Responsible for the safekeeping and balancing of the City's cash register drawers, petty cash drawer and postage drawer.
9. Responsible for administering the City's Purchase Card (P-card) program per City policy, including online portal administrative functions, balancing, accounting and payment of the monthly P-card statements.
10. Responsible for the operation of the City's postage machine, including refill of monies, maintenance and troubleshooting.
11. Assist the Finance Director/Treasurer with the facilitation of property and liability insurance for city buildings, properties, and vehicles as needed.
12. Respond to inquiries from Walker citizens and the community-at-large. Complete property inquiry requests from title companies.

13. Perform other related duties as required.

**Minimum Qualifications and Required Knowledge, Skills and Abilities**

1. Bachelor’s degree in Accounting or related field. Municipal experience preferred.
2. Comprehensive knowledge of modern, professional accounting practices, and principles underlying State and City laws and regulations pertaining to City government.
3. Excellent oral and written communication skills, ability to perform a wide variety of tasks during busy, sometimes stressful times.
4. Ability to exercise good judgment, initiative and resourcefulness in dealing with the public, members, elected officials, community leaders and co-workers.
5. Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
6. Must demonstrate appropriate customer service competences and behaviors in accordance with department policies and procedures.
7. Knowledge of relevant computer programs needed in the day to day function of the position.
8. Ability to concentrate and pay attention to details; also, ability to organize, prioritize and work independently and in a busy environment where priorities change as well as schedules.
9. Manual dexterity to work effectively for extended periods. Lifts and carries supplies equipment etc. weighing up to 30 pounds to waist-high-level.

**Physical Demands and Work Environment**

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

An employee in this position spends a portion of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time; communicate by telephone, e-mail or in person, and move around the office or travel to other locations to attend meetings and site visits.

Requires a valid State of Michigan driver’s license, satisfactory driving record and the ability to maintain one throughout employment.

**Approvals**

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

This job description has been approved by all levels of management.

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date