

Deputy County Treasurer – Accounting II



Position Description

Status

Full-Time, Nonexempt

Compensation

B31

Bargaining Unit

GELC – General Unit

Reports to

Chief Deputy County Treasurer and
County Treasurer

Supervises

Accounting Division Staff

Position Category

Supervisor

Summary

Prepares and conducts settlement with the local units for delinquent taxes. Supervises and performs all areas relating to accounting support functions. Projects and analyzes revenues and expenditures for departments.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has direct supervisory responsibilities and serves as a coach and mentor for other positions in the department.

1. Supervises other accounting division personnel by evaluating and calculating warrants with all townships, cities, and villages in the County to establish correct beginning numbers as a base for collection of the delinquent taxes levied in the current tax year.
2. Audit settlement and prepare a spread sheet of all dollars. Compile all monies from each millage on tax rolls and prepare for payment.
3. Distribution of Penal Fines to the libraries. Balance account and verify amount paid to library based on population to their area.
4. Prepares and implements DS-4410 forms for the Michigan Department of Education. Auditing Homestead and non-homestead taxable value which creates the State Education payment to schools.
5. Responsible for county debt fund payments. Processing bank wires, booking to appropriate accounts, maintaining permanent records of debts.

6. Responsible for payment of Swampland Tax to local units that qualify. Disburses monies received from the State of Michigan to qualified local.
7. Official signatory on Allegan County banking accounts. Responsible and authorized to initiate and approve banking wires and transfers.
8. Responsible for the accounting and balancing of a large number of funds. Enter receipts, journal entries, adjustments to insure their balancing.
9. Request reports of the daily work for staff to balance their cash drawers and post balances.
10. Performs various other duties as assigned.

Competencies

Competencies are listed below. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does have direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

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.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is not required.

Required Education and Experience

1. Associate's degree in accounting, office management or closely related field.
2. Two (2) years of experience in accounting, governmental tax practices and procedures.
3. Two (2) years of experience with computer skills.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

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

Employee _____ Date _____