

Position Summary:

Under the direct supervision of the Finance Director/Treasurer, performs basic accounting and treasury duties related to collecting and recording monies received by the City, preparing the Summer and Winter tax rolls and annual tax settlement, preparing all necessary tax disbursements and related forms, and sending delinquent personal property tax notices. Maintains necessary tax records, prepares necessary tax reporting for the annual audit, and serves as a backup to the Treasurer in their absence. Additionally, the position assists with the accounts payable and payroll process, prepares check runs, and payroll remittances.

Essential Job Functions:

- Maintains accurate accounting of all funds received. Balances cash drawer daily. Balances bank accounts accurately and assists in the preparation of monthly bank reconciliations.
- Reconciles cash receipts from the State of Michigan to amounts recorded by the City to ensure all Federal and State aid is accounted for and recorded properly in the general ledger.
- Assists with tax statement preparation. Provides general clerical and administrative support during the tax billing process.
- Prepares and oversees the collection and disbursement of property taxes assessed on the parcels within the City of Ithaca. Completes and files required reports with the State of Michigan.
- Prepares the Summer and Winter tax roll and ensure rates are updated. Review sample statements before being sent to printing.
- Assists with settlement of tax roll with the Gratiot County Treasurer annually.
- Reviews delinquent personal property information and sends late notices to those with outstanding balances. Write off uncollectable delinquent personal property as needed.
- Performs related research and provides management with alternative options to improve the tax collection process.
- Coordinates with the Treasurer to plan and evaluate treasury's financial operation.

CITY OF ITHACA

JOB DESCRIPTION: DEPUTY TREASURER

- Reviews revenue budget to actual reports monthly to ensure recording in the proper general ledger account numbers. Assists with the annual budget process for revenue accounts.
- Provides back-up support to other departmental activities including but not limited to tending to the counter and phones, receiving payments made to the City, issuing licenses and permits, preparing miscellaneous receivable billings and utility billings/work orders as needed.

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

- High school diploma, or equivalent, with additional vocational training in accounting, bookkeeping or related field. Associate or bachelor's degree preferred.
- Two or more years of experience as a cashier, teller or related position that requires handling large amounts of cash daily.
- Basic knowledge of the principles, methods, and techniques of bookkeeping, accounting, and financial reporting.
- Knowledge of computerized financial software and databases, and familiarity with operating a cash register terminal.
- Skill in the use of standard office equipment, including computers and related word processing and database software.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Skill in generating comprehensive and accurate reports, and in performing mathematical computations with accuracy.
- Skill in maintaining and updating records and documents with a high degree of accuracy.
- Ability to understand instructions and follow detailed procedures consistently.
- Ability to effectively communicate ideas and concepts orally and in writing.
- Ability to establish and maintain effective working relationships and use good judgement, initiative, and resourcefulness when dealing with employees, professional contacts, and the public.

CITY OF ITHACA

JOB DESCRIPTION: DEPUTY TREASURER

- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities