

DEPUTY TREASURER

GENERAL STATEMENT OF DUTIES: Performs professional duties in the Treasurer's Office in relation to delinquent tax and reversion programs, Oversees the entire lifespan of these processes and programs, supervises assigned staff, works under the supervision of the Chief Deputy County Treasurer, performs related duties as required.

STATEMENT OF TASKS:

Oversees the delinquent tax collection process;
Coordinates with local taxing authorities, delinquent tax settlements and chargebacks;
Oversees Land Bank and 5/50 Tax collections;
Directs County Delinquent tax contractors for site inspections and title records;
Files forfeiture and foreclosure documents and petitions with Courts;
Audits documents for compliance with property tax statutes;
Prepares Brownfield reporting records, State of Michigan reports and others as required;
Prepares year-end documentation for audit reports;
Reviews cash receipts and delinquent tax journals for accuracy;
Oversees MTT and BOR adjustment processes;
Oversees outreach programs including foreclosure prevention, processing MSHDA payments and providing quotes to the State of Michigan;
Approves accounts payables for payment.
Supervises, trains, provides guidance to assigned staff.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of certificate of forfeiture, title searches, foreclosure petitions.
Thorough knowledge of Property Tax and Delinquent Property Tax statutes.
Thorough knowledge of Tax Reversion process.
Knowledge and understanding of MCL act 206 of 1893.
Knowledge and understanding of Michigan PA 123 of 1999.
Knowledge of County Treasurer delinquent tax process and accounting.
Ability to follow complex oral and written directions.
Ability to prepare complex fiscal reports.
Ability to establish good working relationship with clients, public and other employees.
Ability to meet established guidelines.
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business or Accounting –AND- Five (5) years' experience working in a County Treasurer's Office -AND- Five (5) years' experience with BS&A software.

-OR-

Bachelor's Degree –AND- Ten (10) years' experience working in a County Treasurer's Office –AND- Ten (10) years' experience with BS&A software.


Human Resources Director

Established: December 11, 2017