

ADMINISTRATIVE ASSISTANT/DEPUTY TREASURER

Position Description

CITY OF CLARE, MI

PURPOSE OF THE POSITION

The Deputy Treasurer in the absence of the Treasurer or when the Treasurer is unable to act, is responsible for the statutory duties of the Municipal Treasurer under the Municipal Act and other Acts/Regulations of the Legislature and to ensure that municipal services are provided in an effective and efficient manner.

SCOPE

The Deputy Treasurer reports to the Treasurer. This position is responsible for providing financial services to the general public through the treasury department. Failure to provide these services in an efficient and effective manner will result in disruptions in the provision of services. Must have the ability to be bonded.

RESPONSIBILITIES

Perform financial duties in order to accurately maintain township finances in regards to the treasury dept.

Main Activities.

- In the absence of the Treasurer, performing the statutory duties of the Municipal Treasurer under the Municipal Act and other relative legislation and Regulations
- Administer municipal accounting activities which include cash receipts, accounts receivable, fixed assets, general ledger account maintenance
- Perform bank reconciliations on a timely basis
- Assist in the management of the accounting information system
- Report and review monthly, financial controls to ensure accounting procedures are within Generally Accepted Accounting Practices and in accordance with the statutory requirements and applicable legislation/regulations
- Maintain and update on a regular basis an inventory of tangible capital assets – (PSAB) through an Asset Management Record System (Citywide) with the assistance of all departments
- Assist all departments as required with grant applications and reports to grant organizations
- Assist in the preparation of working papers for the year-end audit and various schedules of the Financial Information Return
- Assist in the preparation of annual capital improvements and operating budgets
- Prepares city wide staff budget for upcoming FY and workers compensation audit
- Supervise the operation and management of the financial software and updates
- Work with the external auditor as required

- Assist in other departments as needed
- Assist with the employee benefit administration and coordination
- Lead the preparation and mailing of final and interim tax bills
- Assist with the preparation of tax certificates and property tax sales
- Assists the Treasurer with research on various grants that may be available
- Assists with the determination of the Interim and Final Tax levies
- Prepares disbursements of tax payments as provided under tax law
- Prepares DDA tax capture disbursements
- Assists with Banking arrangements and borrowing as required
- Supervises the preauthorized payment plan system including updating accounts and submission of monthly plans to the bank
- Assists with preparation of the tax roll including electronically importing assessment data
- Responsible to the Treasurer for the effective management of the City's financial resources, maintenance of the appropriate controls and reporting procedures
- Maintains an effective working relationship with the City's Auditor and representatives of other levels of government and outside agencies
- Respond to in-person, email, & phone general and property tax public inquiries including requests for information on file with the City subject to provisions of The Freedom of Information and Protection of Privacy Act

Perform other related duties as required or needed.

Knowledge:

- Post-secondary Accounting Degree, Certificate or two years of accounting or finance related experience
- BS&A User Skills preferred
- Understanding of relevant legislation, policies and procedures relating to municipal taxation billing and collection
- Understanding of customer service

Skill Sets:

- High degree of tact and public relations skills
- Strong ethics
- Work independently and team player
- Analytical and problem-solving skills
- Decision making skills
- Computer skills including the ability to use spreadsheet and word processing programs at a highly proficient level
- Stress management skills
- Time management skills

- Sound judgment skills
- Effective verbal and listening communications skills

Personal Attributes:

- Honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics
- Creative problem solver