

**LIVINGSTON COUNTY
JOB DESCRIPTION**

CHIEF DEPUTY TREASURER

<u>Supervised By:</u>	Treasurer
<u>Supervises:</u>	All employees of the County Treasurer, either directly or indirectly
<u>Department:</u>	Treasurer
<u>FLSA Status:</u>	Exempt

Position Summary:

Under the supervision of the County Treasurer, this position is responsible for the daily management and operations of the Treasurer's Office including accounting and finance functions of the County. Directs the County's centralized accounting and financial reporting in compliance with all accounting standards, laws, and regulations. Performs various complex supervisory, professional, analytical, and technical duties related to the countywide general ledger, bank administration, annual audit, cash management, revenue forecasting, and departmental budgeting.

Manages the County's investment portfolio. Oversees and directs property tax administration including the reconciliation of all local unit collections, disbursements and delinquencies. Assists in special projects as assigned. Performs the duties of the County Treasurer in the absence of the incumbent.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists the County Treasurer in planning, organizing, and directing the operations of the County Treasurer's Office and countywide general ledger. Assists County Treasurer in the development and implementation of countywide accounting and financial policies, procedures, and internal controls. Prepares and reviews complex daily, monthly, quarterly, and annual financial transactions, reconciliations, and reports.
2. Assigns or delegates responsibility for assignment of work, directs personnel, evaluates performance of employees, and assures necessary training and professional development. Takes disciplinary action according to established procedures.
3. Plans, prepares and analyzes financial transactions for all county departments ensuring assets, liabilities, revenues, and expenditures are recorded accurately, timely, and under applicable internal controls, laws, rules, and regulations. Ensures the county's financial statements are of the highest integrity.

4. Prepares necessary work papers and documentation required for the annual financial audit and financial statements.
5. Creates, implements, interprets, and analyzes accounting and financial policies and procedures. Provides support, guidance, and direction to County departments related to resolving financial-related issues, questions, and internal controls.
6. Manages all County bank accounts, including daily monetary transfers related to the County and Road Commission's investment transactions, county-issued debt obligations, and County and Road Commission expenditures as needed.
7. Oversees the County's investment portfolio based on the County's cash flow needs, goals, and objectives while adhering to applicable policies, laws, rules, and regulations.
8. Oversees complex property tax administration and reconciliation of property tax collections, disbursements, and delinquencies of each township, city, and village treasurer. Prepares reports, journal entries, and annual purchase of countywide delinquent property taxes.
9. Directs County and local government in the interpretation, application, and implementation of complex property tax laws, regulations, principles, and practices, and resolves associated questions.
10. Reviews and files all required monthly, quarterly, and annual federal and state forms including 941, 5080, and 5081 for the County and Road Commission. Reviews and/or files other required forms as required.
11. Assists the County Treasurer in the development of the County Treasurer's budget. Assesses and monitors the budget ensuring the authorized budget and related policies are properly followed.
12. Prepares countywide tax revenue forecasts, in addition to departmental forecasts and budgets.
13. Respond to and resolve complex or sensitive customer questions and concerns.
14. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
15. Collects documentation and replies to departmental FOIA requests.
16. Performs all other duties as assigned.

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's degree in accounting or related field and five years of progressively more responsible experience in governmental or fund accounting including supervisory experience.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Valid Michigan Vehicle Operator's License.
- The following certifications are deemed highly recommended:
 - Michigan Certified Professional Treasurer (MCPT).
 - Certified Public Funds Investment Manager (CPFIM).
 - Michigan Certified Assessing Technician (MCAT).
- Advanced knowledge of the principles and practices of governmental accounting, financial and operational controls, investment policies, auditing principles, Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standards Board (GASB) pronouncements.
- Considerable knowledge of professional public management-principles and practices involved in budgeting, personnel administration, and resource management, and the ability to identify and implement new best practices.
- Advanced knowledge of Michigan's General Property Tax Act.
- Considerable experience in researching financial discrepancies, analyzing, and developing financial procedures, preparing comprehensive and accurate financial reports and documents, assembling and analyzing financial information, maintaining accurate and detailed records, and applying applicable local, state, and federal laws, rules, and regulations.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.

- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergencies.
- Ability to manage multiple projects simultaneously while meeting all deadlines.
- Exceptional skill in complex spreadsheet development.
- Proficient in the use of office equipment and technology, including Microsoft Office Suite applications, Tyler Enterprise Resource Planning (ERP) financial software, and BS&A Software modules.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view, and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop, and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.