

Job Description

Position Title:	Deputy Treasurer
Location:	City of Rockwood 32409 Fort Rd Rockwood, MI 48173
Employment Status:	Full-time
Work Hours:	Monday—Friday (40-hour work week) Daily hours open to negotiation
Salary Range:	\$24.00 to \$28.00 per/hour depending upon experience.
Starting Date:	ASAP

General Summary

The City of Rockwood is the southernmost City in the Downriver area of Wayne County. Nestled along the Huron River, it is the home of approximately 3,300 residents. Interstate 75 passes through the area, almost the midpoint between Detroit and Toledo.

The ideal candidate for this position will have experience in public sector finance, including budgeting, amendments, audits, pension systems, experience in dealing with millages, tax collection, and bank reconciliation. Advanced training and certification in municipal finance is desirable.

A comprehensive benefit package is available to include healthcare and dental insurance, life insurance, and retirement contributions to the Municipal Employees' Retirement System (MERS).

The ideal candidate in this position must be able to critically think, analyze data and suggest solutions to solve problems. We are a tightly woven office that is resourceful, collaborative, and service-oriented to all our stakeholders. That would include the mayor, elected officials, department heads, and our residents. As a team, we get things done in a timely manner.

Requirements

As a deputy treasurer, this person shall have the knowledge and skills as described below:

- A bachelor's degree in accounting, finance, or related field of study.
- Experience in accounting, banking, or financial management in a municipal setting.

- Thorough knowledge of the principals, practices, and legal regulations of municipal finance, budgeting, and accounting.
- Proficiency with BS&A software—tax, general ledger, enterprise funds, accounts payable, cash receipting, and other related modules.
- Proficient in using Microsoft Office applications.
- Must exhibit good oral and written communication skills and be able to work independently with minimal supervision.
- Must be bondable and possess a valid driver's license. A background check will be conducted.
- The City may consider alternative combinations of formal education and work experience.

Responsibilities

An employee in this position may be called upon to do any or all of the following tasks:

- Provide administrative support to the Treasurer and the Mayor when necessary.
- Assists in the preparation and administration of the treasury function of the City, including property tax rolls and billing, disbursing tax collections to other governmental agencies and educational institutions, handling delinquent accounts, and other related activities.
- Ability to prepare payroll and deductions regarding withholding for federal and state tax purposes and for those who have deductions for healthcare benefits.
- File proper tax forms with the County, State, and Federal agencies.
- Monitors changes in tax law and tax administration through workshops, seminars, conferences, and other updates.
- Draft property tax allocations for the summer and winter billings, including millage payments and other taxable items.
- Collect and distribute tax disbursements to governmental agencies and the school district.
- Conduct reconciliation of bank accounts.
- Handle bond payments.
- Assist in the development of the annual budget.
- Assist in the annual Audit preparations.
- Any other special projects that may be assigned.

The position will be open until it is filled. Please submit a cover letter, your resume, and your requirements to bmccoy@rockwoodmi.org.