

Job Posting: Deputy City Treasurer

The City of Coopersville is seeking a dedicated and detail-oriented Deputy City Treasurer to join our team! This position involves a variety of bookkeeping and record-keeping tasks, processing disbursements, and assisting with tax inquiries.

Key Responsibilities:

- Calculate and record property tax bills and payments.
- Track building, plumbing, and electrical permits.
- Prepare purchase orders and manage accounts payable.
- Assist with payroll bookkeeping and water/sewer billing.
- Provide administrative support and act as a liaison for the City Treasurer.

Qualifications:

- Associate's Degree in Accounting or two years of relevant experience.
- Strong knowledge of bookkeeping procedures and municipal finance.
- Proficient in office software and equipment.
- Excellent communication and organizational skills.

Compensation:

- Pay range: \$21.01 to \$25.29 per hour, based on qualifications. *(3.5% increase after July 1, 2025)*
- Attractive healthcare and retirement benefits.

Join us in serving our community! To apply, please send your resume and cover letter to krogers@cityofcoopersville.com by Friday, May 16, 2025.

The City of Coopersville is an equal opportunity employer.

DEPUTY CITY TREASURER

SUMMARY

Perform a variety of bookkeeping and record keeping assignments in the accounting area. Process disbursements in payment for goods and services received by the City. Answer tax information questions from title companies or other interested parties. On occasion perform general secretarial work for City officials and other related work as required.

SUPERVISION RECEIVED

Under the supervision of the City Treasurer, special assignments made by the City Manager who provides advice on unusual work situations. Daily work assignments are performed with considerable independence according to established accounting controls and the review of records and reports.

RESPONSIBILITIES AND DUTIES

An employee in this position may be called upon to do any of the following: (employee may be expected to perform additional tasks).

1. Calculate property tax bills, record payments, deposit said money and disburse funds.
 - a. Maintain Tax information on Parcels within the City.
 - b. Answer tax questions from title companies or other interested parties.
 - c. Prepare Special Assessment charges, posting and updating on computer.
2. Tracking of Building, Plumbing, and Electrical permits.
 - a. Maintain reports on permit numbers and type of permits issued.
 - b. Deposit and record the payment of these permits.
3. Prepare Purchase Orders for City Treasurer's and City Manager to approve and follow through with the purchase once approved.
4. Perform a variety of bookkeeping and record keeping assignments in the accounting area.
 - a. Prepare and enter financial reports and other data based information into required computerized software programs.
 - b. Maintain a crosscheck on computer entries of revenues and expenses.
 - c. Working knowledge of legal requirements for principals and practices of municipal government finances.
 - d. Able to perform independent research, organize information, prepare written reports and make presentations.
 - e. Meet all necessary deadlines.
5. Complete accounts payable cycle from start to finish.
6. Perform payroll bookkeeping assignments:
 - a. Review time sheets for all city employees.
 - b. Compute hours for all employees and assign to appropriate cost centers.
 - c. Working knowledge for preparation of quarterly payroll reports.
 - d. Maintain employee records of PTO and sick hours.
 - e. Process payment for payroll taxes, federal deposits, retirement funds and garnishments
7. Water and Sewer Billing
 - a. Prepare bills and analyze trends in the cost of providing water and sewer services.
 - b. Prepare reports on the financial operations of the water and sewer departments.
 - c. Maintain schedule of maintenance and repair for the operations of the city water and sewer systems.
8. Provide backup to the other city positions by answering telephone calls, receiving visitors and customers at main desk, resolve and/or refer complaints or questions regarding City services and activities, assist individuals wishing to speak with City officials, and perform general administrative work as needed.
9. Acts in the absence of City Treasurer assuming all responsibilities required to continue operations of the office and perform duties independently.
10. Attends seminars and workshops related to City Treasurer duties and responsibilities and represent the City as liaison.

11. Acts as representative for the City's Treasurer in areas of official financial matters as required and with Treasurer's approval.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

An employee in this class, upon appointment, should have the equivalent of the following knowledge, training and experience:

1. Knowledge of secretarial science to efficiently prepare a variety of reports, correspondence and city documents.
2. Knowledge of basic clerical procedures and practices to develop and maintain an accurate filing system and office organization.
3. Knowledge of bookkeeping procedures and practices to accurately process accounts payable and other accounting records.
4. Skilled in the operation of a typewriter, calculator, business computer, and other standard office equipment.
5. Skilled in establishing and maintaining effective working relationships with fellow employees and the general public.
6. Ability to perform duties independently and in the absence of the City Treasurer. Ability to represent the City in financial areas and responsible in the absence of the City Treasurer.
7. Ability to maintain professional level of confidentiality.
8. Required experience includes an Associates Degree in Accounting or two years of work experience in the field of accounting, preferably including public contact and computer operation responsibilities.

WORKING CONDITIONS*

1. Requires being present in City Hall during normal working hours to be able to provide assistance to city employees and citizens.
2. Duties require much typing, word processing, and operation of other computer equipment; up to ten hours per day are spent operating these types of communications and computer equipment.
3. Must be able to respond from work area to citizen assistance area when receptionist is absent or busy with other responsibilities.
4. Be able to walk up and down stairs. Ability required so that supplies and records can be retrieved and stored.
5. Be able to reach heights up to five feet. Ability required for filing, retrieving and stocking supplies.
6. Be able to lift weights of approximately twenty-five pounds. Ability required so that office equipment can be serviced, and supplies arranged in supply rooms.
7. Ability and willingness to travel as liaison for the City. Special accommodations provided as needed.

Approval of Department Head

Date

Approval of City Manager

Date

*Persons with physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.