



POSITION ANNOUNCEMENT
DEPUTY TREASURER/OFFICE MANAGER

The City of Grosse Pointe Farms, Michigan (9,500 residents), is an affluent, (AAA bond-rated) suburban community located in the northeast corner of Wayne County, nestled among its four Grosse Pointe neighbors and Lake St. Clair, is seeking our next Deputy Treasurer/Office Manager.

The position is responsible for all Treasury Department functions, budget, supervision of clerical staff, and general daily management tasks of the City Hall operations. The Deputy Treasurer/Office Manager works under the direction of the City Controller/Treasurer and is expected to also work with the City Manager, Assistant City Manager, City Assessor and Public Services Director from time to time on issues related to treasury and other City Hall functions as they arise. This individual will be called on to perform certain accounting and finance functions, in addition to treasury tasks. The Deputy Treasurer/Office Manager is responsible for the producing the tax roll and billing, and the subsequent collection, distribution and reporting of property tax receipts.

The position requires a Bachelor's degree in finance, business administration, or related field and a work history of increasingly responsible positions, including direct supervisory roles, in public finance, government and public taxation is preferred.

Salary range of \$55,000 to \$69,000 DOQ/E. Excellent benefit package. Candidates should apply with cover letter, resume, three (3) professional references, background check waiver form, and completed City of Grosse Pointe Farms application. The position will remain open until filled. Submit all documents to Derrick Kozicki, Assistant City Manager & City Clerk at 90 Kerby Rd. Grosse Pointe Farms, MI 48236 or email to dkozicki@grossepointefarms.org.

The City of Grosse Pointe Farms is an equal opportunity employer.



**CITY OF GROSSE POINTE FARMS
JOB DESCRIPTION**

Deputy Treasurer/Office Manager

SUMMARY

This position is responsible for all Treasury Department functions, budget, supervision of clerical staff, and general daily management tasks of the City Hall operations. The Deputy Treasurer works under the direction of the City Controller/Treasurer and is expected to also work with the City Manager, Assistant City Manager, City Assessor and Public Services Director from time to time on issues related to treasury and other City Hall functions as they arise. This individual will be called on to perform certain accounting and finance functions, in addition to treasury tasks. The Deputy Treasurer is responsible for the producing the tax roll and billing, and the subsequent collection, distribution and reporting of property tax receipts.

SUPERVISOR RECEIVED

Work is performed under the supervision of the City Controller/Treasurer.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

1. Supervise Clerical staff.
2. Provide excellent front-line customer service to residents, business owners, contractors and other individuals in all forms of communication.
3. Oversee production and distribution of tax bills to all city property holders as determined by the city assessor for summer and winter collections.
4. Allocate the collected tax revenue in the appropriate amount to the proper city fund, school district, intermediate school district, college, county, and State of Michigan.
5. Prepare settlement with the county on an annual basis on real and personal property taxes as prescribed in the agreed upon format with the county.
6. Refund all excess collections or bill on increased assessments as determined by the Michigan Tax Tribunal, Board of Review and the State Tax Commission.
7. Effect Jeopardy Assessments where the interests of the City may be compromised.
8. Collection of delinquent personal property taxes.
9. Prepare and maintain the Treasury Department budget.
10. Maintain the ACH/Wire collection practices, credit card processing, and computer banking activities.
11. Maintain spreadsheets as required for recording and tracking various monetary activities, incidental to designated and assigned tasks and duties.
12. Whenever possible, resolve disputes between taxpayers and the city on issues of tax collection and special assessments.
13. Supervise daily cash receipting activities, including implementing policies and procedures that maintain excellent internal controls while creating operational efficiency and effectiveness.
14. Supervise daily balancing of cash receipts and bank deposits, including monitoring online banking activity.
15. Serve as custodian of petty cash fund.
16. Liaison on insurance matters, including gathering of reports and other documents and submitting of claims to the insurance companies for review and consideration. This includes Workers' Compensation, property, liability, and any other related issues

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17. Record keeper for MIOSHA work related injuries and reporting.
18. Oversee dog licensing/dog park processes.
19. Point of contact for various City Hall operating activities/consultants, including phone system and technology issues.
20. Various other accounting, recordkeeping and operational tasks as assigned by the City Controller/Treasurer and/or City Manager.

ESSENTIAL FUNCTIONS, QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

All of the following functions, qualifications, knowledge, skills, abilities and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Considerable knowledge of spreadsheet software
- A complete understanding of financial terms and an understanding of banking practices and activities
- Prior management experience or a demonstrated ability in human relation skills
- Knowledge of public finance, government and public taxation
- Provides teaching, mentoring and motivation to other employees within the Department and organization through the sharing of knowledge, skills and information;
- Is proactive in performing and improving his/her own work and suggests and participates in projects and activities to improve the function of the entire organization;
- Values diversity in the work place and in the community;
- Works cooperatively and courteously using tact and patience with residents and employees;
- Conducts himself/herself in a manner that is congruent to the City's Leadership Philosophy and the ICMA Code of Ethics.
- Demonstrated ability to consistently and effectively provide a high level of service to all customers and visitors serviced by, as well as within in the City organization.

Preferred Education:

Bachelor's degree in finance, business administration, or related field.

Preferred Experience:

Work history of increasingly responsible positions, including direct supervisory roles, in public finance, government and public taxation.

Ability to be flexible, work with a variety of departments/external agencies, coordinate information and have the ability to manage multiple tasks.

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PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands and work environment described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Duties entail the ability to work at a computer keyboard and on the telephone for extended periods of time, operating standard office equipment requiring continuous or repetitive hand/arm movements. Move and lift objects up to 20 pounds such as mail, files and supplies.

While performing the duties of this job, the employee is regularly required to use his/her hands to handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, and sit. Specific vision abilities required by this job include close vision, color vision, distance vision, depth perception, and the ability to adjust focus. The employee is occasionally required to kneel, crawl, crouch, climb, or stoop.

While performing the duties of this job, the employee works in a normal office setting.

Updated 08/19/2020



City of Grosse Pointe Farms

90 Kerby Road, Grosse Pointe Farms, Michigan 48236-3161

phone 313 885.6600 fax 313 885.0917

APPLICATION FOR EMPLOYMENT

Pre-Employment Questionnaire
An Equal Opportunity Employer

PERSONAL INFORMATION

Date _____ Social Security Number **Leave Blank**

Name
Last First Middle

Present Address
Street City State Zip

Permanent Address
Street City State Zip

Phone () Are you 18 years or older? Yes No

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status? Yes No

EMPLOYMENT DESIRED

Position DEPUTY TREASURER/OFFICE MANAGER Date You Can Start _____ Salary Desired _____

Are You Employed Now? Yes No If So, May We Inquire Of Your Present Employer? Yes No

Have you ever applied to this municipality before? Yes No If so, When?

Referred by?

EDUCATION

	Name and Location Name and Location of School	Number of Years Attended	Did You Graduate?	Course of Study
Grammar School				
High School				
College				
Trade Business OR Correspondence School				

GENERAL

Subjects of special study or research work

Special Skills

MILITARY (complete this section if you served in the U.S. Armed Forces)

Branch of Service _____

Period of Active Duty From _____ To _____

Rank At Discharge _____ Date of Final Discharge _____

Describe your duties and any special skills.

LAST

FIRST

MIDDLE



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FORMER EMPLOYERS (List below the last three employers starting with the last one first)

1. Company Name	Telephone ()
Address	Employment Dates (State Month and Year) From To
Name of Supervisor	Rate of Pay
State Job Title and Describe Your Work	Reason For Leaving
2. Company Name	Telephone ()
Address	Employment Dates (State Month and Year) From To
Name of Supervisor	Rate of Pay
State Job Title and Describe Your Work	Reason For Leaving
3. Company Name	Telephone ()
Address	Employment Dates (State Month and Year) From To
Name of Supervisor	Rate of Pay
State Job Title and Describe Your Work	Reason For Leaving

We may contact the employers listed above unless you indicate those you do not want us to contact
DO NOT CONTACT Employer Number (s) _____ Reason _____

Have you ever been convicted of a crime, excluding misdemeanor and summary offenses?

Yes No

If Yes, describe. _____

I hereby declare the information provided by me in this Application for Employment is true, correct and complete to the best of my knowledge. I understand that if the City decides to employ me, my employment will be at will and may be terminated at any time with or without notice and with or without cause either by me or by the City.

Signature of Applicant _____ Date _____

DO NOT WRITE BELOW THIS LINE

Interviewed by _____ Date _____ Remarks _____



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CONTINGENT EMPLOYMENT OFFER

BACKGROUND CHECK RELEASE

(applicants age 18 years or older)

Based on the contingent employment offer made by the City of Grosse Pointe Farms,

I, _____
Print Name: Last First Middle

Of _____
Address: Number and Street City State Zip

Date of Birth

Driver's License Number

by signature affixed below, do hereby authorize the release of the following juvenile and adult records to the City of Grosse Pointe Farms:

1. Convictions
2. Arrest Records
3. Criminal and Civil Court Records
4. School Records (Elementary through College), indicating:
 - Attitude
 - Grades
 - Graduation Certificates
 - Disciplinary Actions
 - Honors received
5. Employment records
6. Credit Reports and Records
7. Information, verification with references, neighbors and employers
8. Workmen Compensation Claims

Signature

Date

For Office Use Only	
Requesting _____	Department: _____
Reference Number: _____	
Date Submitted: _____	
Date Processed: _____	