

ARCADIA TOWNSHIP DEPUTY TREASURER DUTIES

THE DEPUTY TREASURER IS APPOINTED AND SUPERVISED BY THE TOWNSHIP TREASURER.

The deputy shall:

1. Become familiar with the treasurer's tax program software.
2. Attend training workshops at the treasurer's request at the township's expense.
3. Assist the treasurer in preparing the summer and winter tax rolls.
4. Assist the treasurer in computing, preparing, and mailing summer and winter tax bills.
5. Receive and receipt tax payments.
6. Will occasionally be required to make deposits at Choice One Bank (Attica office) and deliver outgoing mail to the Attica Post Office.
7. Reconcile bank and investments accounts monthly and prepare a monthly treasurer's report when requested.
8. Countersign checks when necessary, in the absence of the treasurer.
9. Become familiar with the township procedures and duties of the treasurer to develop the capability of answering property owner inquiries.
10. Work well with the public and not lose control in confrontational situations.
11. Be able to occasionally work alone in the office.
12. Be capable of writing letters.
13. Become familiar with the duties of the treasurer in matters not concerning property taxes.
14. Be available to work at the township hall, Mondays and Wednesdays 9am-3pm.
There will be times the deputy is asked to work more or less hours in any given week.
15. Will fill in when the treasurer is attending meetings, conferences, and on vacation upon request.