

**CITY OF LATHRUP VILLAGE  
JOB DESCRIPTION**

**DEPUTY TREASURER/ACCOUNT CLERK II**

**Supervised By:** Assistant City Administrator/Treasurer  
**Status:** Overtime Eligible  
**Supervises:** Assists with supervision of Administrative Assistant – Customer Service  
**Compensation:** \$45,760 - \$52,000 DOEQ; plus, benefits package

**Position Summary:**

This is a responsible professional management position under the supervision of the Assistant City Administrator/Treasurer and general direction of the City Administrator. Performs a variety of administrative and account keeping functions associated with property tax collection, payroll, and treasury activities. Assists with attending to customers at the front counter, collects payments, and assists with other financial activities, as needed.

**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.*

**FINANCE/TREASURY DEPARTMENT**

1. Maintains the general ledger. Records all necessary journal entries, verifies and balances the various funds.
2. Completes monthly reconciliations of all city bank/fund accounts.
3. Analyzes all invoice postings, revenues, and expenditures to detect misclassifications.
4. Generates and compiles data for a variety of reports, financial statements, and other documents as requested. Provides information to assist in preparing estimates, reports, budgets, audit preparation, and other records.
5. Processes online banking for Positive Pay and Utility Billing ACHs.
6. Assists with periodic and annual petty cash audit.
7. Prepares monthly reports within 2 weeks of month end for review by the Assistant City Administrator/Treasurer and City Administrator, including water loss report, new vendor list, and bank reconciliations.
8. Verifies and analyzes financial transactions, reports, and statements.
9. Assists in the preparation and administration of the treasury function of the City, including property tax rolls and billings, disbursing tax collections to other entities, settlements, delinquent accounts, and other related tasks.
10. Supervises Finance Department staff in the absence of the Assistant City Administrator/City Treasurer.

11. Assists with calculations of special assessments.
12. Generates and compiles data for a variety of reports, financial statements, and other documents as requested. Provides information to assist in preparing estimates, reports, budgets, and other records.
13. Assists the front desk when needed for cash receipting functions to ensure the accurate and regulations-compliant collection and reporting of payments to the City.
14. Provides support for Accounts Payable and Utility Billing

## **PAYROLL**

15. Processes regular twice monthly and any special payrolls for City employees and officers. Collects summaries of hours worked, calculates payroll figures, withholding taxes, benefit premiums, retirement allocations and other withholdings. Processes checks and direct deposit requests.
16. Preserves and updates necessary payroll and payroll-related files. Enters data and ensures information is properly recorded, secured, and remains confidential. Executes changes in current employees' benefit coverages, deductions, or withholdings as needed. Processes pay adjustments or other changes which affect payroll.
17. Assists with the calculation of pay and benefit changes, during and following contract negotiations and adoption of annual budget.
18. Prepares and files 1099 forms at year end and maintains W-9 forms.

## **GENERAL**

19. Enters data, creates and maintains spreadsheets, and prepares standard and special reports. Prepares and composes forms, correspondence, reports, memos, receipts, vouchers, and other similar documents.
20. Assists with the front counter and phones. Serves as a back-up to other departments as needed.
21. Continuously increases knowledges and skills through self-motivation, formal/information education, seminars and in-house training. Attends professional development workshops, conferences and trainings, as approved.
22. Performs additional 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 accommodations may be made to enable individuals with disabilities to perform the job.*

- Bachelor's Degree or equivalent in business administration, accounting, or related field is preferred. An Associate's Degree or equivalent in business administration, accounting, or

related field may be considered with experience in an office setting performing accounting or bookkeeping duties is required. Two (2) or more years of experience of government accounting is strongly preferred.

- Familiarity with BS&A software for Accounts Payable, Cash Receipting, General Ledger and Utility Billing; or equivalent system. Skill in the use of office equipment and technology, including computers, specialized financial systems, and other related software, and the ability to master new technologies.
- Excellent customer service skills, including responding diplomatically to customer and internal questions and complaints.
- Knowledge of the methods and techniques of record keeping, filing, records management, and financial reporting. Skill in maintaining and updating accurate records, preparing reports, and evaluating complex information.
- General knowledge of the principles, practices and legal regulations of municipal finance, budgeting, accounting, taxes, and basic bookkeeping.
- Skill in reviewing and preparing accurate payrolls and other payables.
- Ability to type, enter data, and complete mathematical computations with speed and accuracy. Prepare accurate records, reports, and ledgers.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to multi-task, problem-solve, and work well under stress, within deadlines and changes in work priorities.
- Skill in compiling and evaluating complex information and formulating effective policy and service recommendations.
- Ability to establish and maintain positive and effective working relationships with employees, City officials, professional contacts, community leaders, the media, and the public.

### **Physical Requirements and Work Environment:**

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

An employee in this position regularly works in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, email or in person, and move around the office or travel to other locations. The noise level in the work environment is usually quiet. City adheres to MIOSHA workplace safety standards, including daily screening, mandatory face coverings, and social distancing.

The City of Lathrup Village is an equal opportunity employer to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex (including pregnancy), sexual orientation, national origin, age, disability, genetic information, marital status, height or weight, or any other characteristic protected by federal, state or local laws. We provide reasonable accommodation for qualified individuals with a disability if requested.

**COMPLETE & SUBMIT [APPLICATION FORM.](#)**

## **Selection Guidelines**

- Completed and signed City of Lathrup Village Application Form (cover letters and resumes are encouraged to be included with the application)
- Completed and signed Authority to Release Information Form
- Rating of Qualifications, Education and Experience
- Oral Interview
- Reference Check
- Job Related Tests May Be Required

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

The Account Clerk II is an employee of the City of Lathrup Village, hired by the City Administrator. The employee is responsible to the Assistant City Administrator/City Treasurer and City Administer. The person holding the position is subject to the rules, policies, and contracts with the City of Lathrup Village that effect all administrative employees.