

# City of Manton- Treasurer Position



*Base Hourly Wage of \$19.00 as of 11/2021*

*Certification Benefit of \$1.00 per year upon completion.*

*(3yrs total/40hrs per year of Instruction: Max \$3.00 Benefit*

Per State of Michigan Law, Home Rule City Act- City Treasurer

The treasurer, subject to the direction of the council, shall have the custody of all moneys, bonds, mortgages, notes, leases and evidences of value belonging to the city: Provided, That the council by a majority vote of all the aldermen elect may designate 1 or more depositaries in such city in which the city treasurer shall deposit all such moneys and other property named above in his possession by virtue of his office, to be drawn therefrom only in such manner as the council shall direct, and every such depositary shall furnish a bond, as the council may require and approve, for the safekeeping and accounting of all such moneys and property thus coming into its possession. The council may at any time by a majority vote of all the aldermen elect change any depositary or depositaries. He shall receive all moneys belonging to and receivable by the corporation and keep account of all receipts and expenditures thereof: Provided, That the treasurer shall not be liable for any neglect or default by such depositary or depositaries. The treasurer shall pay no money out of the treasury except in pursuance of and by authority of law and as directed by the council. He shall keep an account of and be charged with all taxes and moneys appropriated, raised or received for each fund of the corporation, and shall keep a separate account of each fund, and shall credit thereto all moneys raised, paid in or appropriated therefor, and shall pay every warrant out of the particular fund constituted or raised for the purpose for which the warrant was issued, and having the name of such fund endorsed thereon by the clerk. The treasurer may also, subject to the approval of the council, appoint a deputy, who shall possess all the powers and authority of the treasurer, subject to the control of the treasurer; and the treasurer and his bondsmen shall be liable for the acts and defaults of such deputy. Such deputy shall be paid for his services by the treasurer, unless otherwise provided by the council, and such deputy may be removed at the will of the treasurer. The city treasurer shall be the collector of state and county taxes within the city, and all other taxes and assessments levied within the city; he shall perform all such duties in relation to the collection of taxes as the council may prescribe, and as provided by this act.

The treasurer shall render to the clerk on the first Monday of every month, and oftener if required, a report of the amounts received and credited by him to each fund, and on what account received, and the amounts paid out by him from each fund during the preceding month, and the amount of money remaining in each fund on the day of his report, and the council may at any time when they shall deem it advisable cause such report to be verified by a personal examination of the books, warrants, vouchers and city moneys in the possession of the treasurer. He shall also exhibit to the council annually on the first Monday in March, and as often and for such period as the council shall require, a full and detailed account of the receipts and disbursements of the treasury since the date of his last annual report, classifying them therein by the funds to which such receipts are credited and out of which such disbursements are made, and the balances remaining in each fund; which account shall be filed in the office of the clerk and shall be published in one or more of the newspapers of the city.

The said treasurer shall take receipts and vouchers for all moneys paid from the treasury, showing the amount and fund from which payment was made, and he shall exhibit to the council such receipts or vouchers on the first Monday of March in each year, or as often as the council shall require, as provided in the next preceding section.

The city treasurer shall keep all moneys in his hands belonging to the city and to the public schools, separate and distinct from his own moneys; and he is hereby prohibited from using, either directly or indirectly, the corporation moneys, warrants, or evidences of debt, or any of the school or library funds in his custody or keeping, for his own use or benefit or that of any other person; any violation of this section shall subject him to immediate removal from office by the council, and the council is hereby authorized to declare the office vacant and to appoint his successor for the remainder of his term.

## Per the City of Manton Charter – Section 8.3 City Treasurer

- a. Custody of Moneys. The City Treasurer shall have the custody of all money of the city and all evidence of value belonging to or held in trust by the city.
- b. Depositories. The treasurer shall keep and deposit all money or funds in such manner and only in such places as the commission may determine, or as may be required by law.
- c. Tax Collection. The treasurer shall have such powers, duties and prerogatives in regards to the collection and custody of state, county, school district and city taxes and moneys as conferred by law.
- d. Other duties. The treasurer shall perform such other duties as the commission shall direct or which may be required by law.

### GENERAL PURPOSE

City Treasurer performs for the City of Manton administrative and professional work in the areas of customer service, utility billing and other financial activities. This includes but is not limited to the day to day activities of the City's financial operations, containing general accounts receivable, utility billing, customer service, purchasing and other duties as assigned.

### SUPERVISION RESPONSIBILITIES

This job has no supervisory responsibilities.  
Will provide cross training to staff as needed.

### SUPERVISION RECEIVED

Work is performed under the general supervision of the City Commission and requires considerable initiative, independent judgment, and discretion.

### ESSENTIAL DUTIES AND RESPONSIBILITIES\*

Executes first line customer service by performing reception and counter duties; receive visitors and telephone calls; answering routing inquires and complaints and make corrections to customer bills; receive and account for payments for city services that may include fines, licenses, taxes, RV Park payments and utilities.

Supervise software and financial of utility operations including preparation and billing of utility charges; data entry of meter readings; generation of reports-computer and manual; printing and mailing of bills; work orders/shut-off orders. Follow-up on delinquent collections and send shut-off notices. Work with delinquent customers and if utilized, their social workers or other groups to make arrangements for payments. Prepares letters, notices, and other administrative items as requested by the DPW Supervisor regarding utility operations. Works with DPW Supervisor to ensure overall utility operations result in providing excellent services to system users. Monthly transfer of credit card payments to Water or Sewer cash accounts and corresponding general ledger entry using the previous month's ending balance and post date of the last day of that previous month.

Calculates tax rolls, including special assessment rolls, verifies tax bills, processes changes to rolls, and coordinates with County to ready for mailing. Collects and records tax payments, disburses funds to schools and county, and reconciles payments and delinquencies with the County. Works with County Deputy Treasurer and City Assessor on tax issues as required. Computes records and remits refunds and collections from tax tribunal judgments, property tax splits, board of reviews, inheritance taxes, and tax title buyers. Deciphers legal descriptions of property and locates parcel descriptions on the tax map/rolls for tax certifications and tax searching.

Receives monies over the counter in payment for taxes, city services, RV Park and fines; gathers receipts and deposits and assembles for completion on a daily basis, and other miscellaneous city operations. Charges back bad checks to department or taxpayer; compiles reports on activity as requested.

Accounts payables entry of bills, maintains vendor profiles, prepares payment for mailing, files invoices/ check stubs and transfers requested funds.

Serves as the Special Event Coordinator, who issues and receives all special event applications, monitors for compliance with the Special Event Ordinance, keeps the Special Event Calendar up to date, and submits complete applications to the City Clerk for City Commission approval as per the Special Event Ordinance. Once approved communicates with all interested and involved parties, such as applicant, City Staff and Departments.

Perform duties of a Notary Public.

Sets up Annual City-Wide Clean-up Day and other events as directed by the City Commission.

Administrative assistant to the Building & Zoning Department. Facilitates the rentals and rental inspections with the Building/Zoning Department in compliance with the corresponding ordinances.

Hands out and educates requestors on licenses and permits; enforces corresponding ordinances.

Sends out blight ordinance notices, issues ticket and enforces corresponding ordinance.

Keeps abreast of new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate by approval of the City Commission as per policy and procedures.

#### PERIPHERAL DUTIES\*

Performs specialized projects as assigned by the City Commission.

Assists in budget preparation and execution as needed.

\*These examples do not include all of the duties which an employee may be expected to perform

#### REQUESTED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school supplemented by college work in accounting and business administration.

Graduation from an accredited four-year college or university with a degree in accounting, finance, business, or public administration, or a closely related field. The City of Manton, at its discretion, may consider an alternative combination of formal education and work experience.

Necessary Knowledge, Skills and Abilities:

Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems (BS&A); considerable knowledge of cash flow and investment practices. This can be obtained thru training within 3-4 years of employment.

Certification as a Notary Public after hire.

Skill in effectively communicating ideas and concepts orally and in writing, and in making presentations in public forums.

Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, City officials, members of Boards and Commissions, representatives from other units of government, other professionals in the field, and fellow employees.

Skill in compiling and evaluating complex financial data and preparing clear and accurate reports with attention to detail and accuracy. Ability to maintain efficient and effective financial systems and procedures.

Ability to manage multiple priorities and work effectively under stress and within deadlines. Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner; perform time management and scheduling functions, meet deadlines, and set project priorities.

Skill in operating the listed tools and equipment.

#### TOOLS AND EQUIPMENT USED

Desktop/Laptop computer, including word processing and spreadsheet software; mainframe computer system; 10-key calculator; phone; copy machine; fax machine.

#### PHYSICAL DEMANDS

The physical demands described here 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 ADA disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with ADA disabilities to perform the essential functions. The noise level in the work environment is usually quiet.