

**CITY OF DAVISON  
JOB DESCRIPTION**

**ASSISTANT TREASURER**

**Supervised By:** Treasurer  
**Supervisory Authority:** N/A

**Position Summary:**

Under the direct supervision of the City Treasurer, performs accounting and bookkeeping duties in support of departmental operations. Performs accounts payable and receivable, processes payroll, assists in treasury activities, and provides other administrative and clerical support.

**Essential Job Functions:**

*An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not an exhaustive list of the duties which the employee may be expected to perform.*

1. Performs bookkeeping activities for the City, Downtown Development Authority (DDA), Local Development & Finance Authority (LDFA), and other entities as assigned. Prepares journal entries, generates financial statements, reconciles bank statements, and general ledger accounts.
2. Processes payroll for City employees. Calculates, generates, and disburses payroll, balances payroll records, prepares and reconciles all payroll tax filings and generates W-2's. Reviews timesheets, leave requests, and retirement contributions. Performs necessary bookkeeping entries.
3. Prepares and processes accounts payable. Codes, records, and files invoices and obtains proper approvals. Issues checks and produces related reports.
4. Generates and processes miscellaneous receivables. Maintains customer data and establishes various payment options, such as credit card and ACH payments. Follows up on delinquent accounts as needed.
5. Assists in the preparation and administration of the treasury function of the City, including tax rolls and billings, disbursing tax collections to other entities, settlements, delinquent accounts, and other related tasks.
6. Enters data, creates and maintains spreadsheets, and prepares standard and special financial reports. Prepares and composes forms, correspondence, reports, memos, receipts, vouchers, and other similar documents and/or materials.
7. Assists with budget preparation and year-end audit activities. Prepares schedules and information, enters data, compiles documents, and makes adjusting entries.
8. Assists in reconciling dog license fees and ordering related supplies.
9. Performs administrative activities for various entities, such as the Downtown Development Authority (DDA), Local Development & Finance Authority (LDFA), and Planning Commission. Coordinates meetings, prepares agendas, takes minutes, and maintains files and financial reports.

10. In coordination with Department of Public Works, prepares journal entries and banking transactions related to the inventory of equipment rentals and repairs, salt, cold patch, and signs used and purchased.
11. Provides general internal and external customer service and responds to inquiries related to departmental functions. Maintains and updates the finance department pages of the City's website.
12. Provides back-up assistance to other department functions. Assists the public at the counter and by phone or email, responds to and resolves complaints and coordinates complex issues with others.
13. Performs related work as required.

**Minimum Qualifications and Required Knowledge, Skills, Abilities:**

*The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.*

- A high school diploma or equivalent is required. An Associate's degree or equivalent additional education and/or training is strongly preferred.
- One or more years of experience in a finance department or related setting is required.
- Thorough knowledge of modern office practices and procedures.
- Knowledge of the approaches to bookkeeping and financial reporting.
- Skill in the use of computers and office software including spreadsheet, database and word processing applications, as well as the ability to quickly master specialized financial and treasury applications.
- Skill in compiling data and information, maintaining record keeping systems, and preparing clear and accurate reports, records, correspondence, and other documents.
- Ability to analyze data, prepare complex reports and maintain accurate records.
- Ability to become a certified Notary Public.
- Ability to maintain attention to detail, coordinate multiple tasks, adjust to changing priorities, and work within deadlines.
- Ability to work constructively and interact professionally with other employees, the general public, and professional contacts.
- Ability to handle highly sensitive and confidential information with complete discretion.
- Ability to type and enter data with speed and accuracy.
- Ability to communicate effectively and present ideas orally and in writing.

**Physical Demands and Work Environment:**

*The physical demands and work environment characteristics 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 essential functions.*

An employee in this position works the majority of each day in an office setting with a controlled climate where they sit or stand to work on a computer, communicate by telephone, email or in person, assist customers at the front counter and move around the office area.

