

SOLON TOWNSHIP

JOB DESCRIPTION

TITLE: Deputy Treasurer

OVERVIEW: The Solon Township Treasurer shall appoint a person to administer duties and responsibilities for the day to day operation of the treasurer's office. The deputy, in case of the absence, sickness, death, or other disability of the treasurer, shall possess the powers and perform the duties of the treasurer, except the deputy shall not have a vote on the township board.

QUALIFICATIONS: The Deputy Treasurer shall have:

1. Interpersonal communication and educational skills that allow for the people of Solon Township to understand and comply with the spirit, intent, and written statements of all correspondence.
2. Ability to communicate by telephone, email and typewritten letter, using English language skills correctly.
3. An understanding of the Township's policies.

JOB DESCRIPTION: The Deputy Treasurer shall:

1. Respond to tax questions from the public whether received by phone, email or in person.
2. Sort and distribute treasurer's office mail.
3. Record tax receipts in the Property Tax Software system
4. Accept over-the-counter cash payments and record them in the cash drawer.
5. Make periodic cash payments deposits and reconcile to the Property Tax Software system.
6. Make periodic remote deposits of checks and reconcile to the Property Tax Software system.
7. Reconcile the Imprest cash drawer account
8. Sign Township checks in the absence of the Treasurer
9. Approve payroll ACH payments in the absence of the Treasurer
10. Deliver bank deposits to the bank and mail to the Post Office
11. Record General Fund receipts and make up deposit slips as needed.
12. Send out follow-up letters regarding tax underpayments.

- 13. Prepare and send all annual Summer Tax Deferment forms.
- 14. Update mortgage agency names and addresses in Tax.net software.
- 15. Make adjustments for any mortgage code changes.
- 16. Copy and send out to all minor mortgage agencies the appropriate parcel notices.
- 17. Complete other tax related tasks as designated by the Treasurer.

Employee Signature

Date

Township Treasurer Signature

Date