

Charter Township of Ironwood
Deputy Treasurer

1. Collects monies/payments for utility, garbage, tax, special assessments, garbage tags, gym rentals, cemetery lots and/or burials-This includes the correct receipting of payments as needed
2. Prepares deposits as needed
3. Banking as needed
4. Processes mail payments
5. Aids in preparation of account reconciliations
6. Aids in delinquent utility notices as needed
7. Stamp garbage bills to be mailed
8. Stamps tax bills to be mailed
9. Prepares special assessment notices (street light assessment)
10. Maintains escrow files for tax bills, forwards copies to escrow companies
11. Fax/answer tax information to realtors, banks, title companies as needed
12. Updates all address changes on tax program, special assessment databases, and street light database and forwards same to Equalization, Treasurer, and Administrator for utility/garbage database.
13. Inform Treasurer of all deed and address changes for updating Utility/Garbage database
14. Treasurer duties in absence of Treasurer
15. Other duties as assigned

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.