

**PITTSFIELD CHARTER TOWNSHIP
JOB DESCRIPTION**

DEPARTMENT ASSISTANT II - PURCHASING

Supervised by: Township Treasurer and Finance Manager

Supervises: No supervisory responsibilities

Position Summary:

Under the general direction and supervision of the Township Treasurer and Finance Manager, performs general duties within the department pertaining to cash receipts, the accounting of Township revenues, and purchasing. Assists the public at the counter, via mail, on the telephone and via fax.

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.

1. Processes information and performs data entry of the Township's purchasing records.
2. Orders supplies for all the Township departments, including preparing and sending out bids, processing items upon receipt, and maintaining related files and invoices.
3. Receives payments over the counter and via mail and responds to public inquiries regarding property tax bill information.
4. Handles incoming mail to assure proper distribution, including accounting for cash receipts and other revenue. Prepares departmental correspondence as directed.
5. Files departmental records and performs typing and word processing for departmental personnel.
6. Prepares prior day's receipts for bank deposits and prepares bank transfers as required.
7. Prepares the accumulation reports of tax receipts for various taxing entities and prepares checks for distribution.
8. Enters tax information and data into the tax administration program.
9. Prepares worksheets and calculates and prepares new bills and refunds as required by the Michigan Tax Tribunal and the Board of Review.
10. Serves as recording secretary for Housing Finance and the Economic Development Corporation meetings.
11. Maintains files and records payments for summer and winter property tax rolls as prepared by the Treasurer. Records any necessary adjustments to the tax roll such as splits and/or combinations of parcels or adjustments or changes require

by the Tribunal or the Board of Review.

12. Provides initial tax roll information for annual settlement process with the County. Works with the Treasurer and Finance Manager to develop and complete the settlement packet for the County.
13. Maintains cooperative relationships with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
14. Performs special assignments as requested.
15. Performs related work as required.

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.

Requirements include the following:

- A high school diploma, or the equivalent supplemented by some coursework or vocational training in bookkeeping or accounting.
- Two or more years of experience in an accounting or finance office or in banking, preferably with some experience in a municipality.
- Ability to type with speed and accuracy.
- Must be bondable.
- Skill in the use of office equipment and technology, including computers and word processing and spreadsheet software, and the ability to master new technologies.
- Some knowledge of the structure, policies, procedures, and regulations of municipal government.
- Ability to enter data and complete mathematical computations with speed and accuracy.
- Ability to gather data and prepare accurate and timely records, reports, notices, memos and letters.
- Ability to establish and maintain effective working relationships and use good judgment when dealing with employees, elected officials, other governmental and regulatory agencies, and professional contacts as well as the public.
- Ability to convey and understand information effectively and promptly through speaking, hearing, reading, and writing.
- Ability to critically assess situations, solve problems, and work effectively within deadlines, and changing work priorities.

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.

While performing the duties of this job, the employee is regularly required to talk, hear and view and create written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, or kneel. The employee must occasionally lift and/or move items of light weight.

While performing the duties of this job, the employee typically works in a business office setting. The noise level in the work environment is usually quiet.