

ALCONA COUNTY TREASURER Cheryl L. Franks

Courthouse, P.O. Box 158, Harrisville MI 48740, (989)724-9420

Job Description- Bookkeeper Treasurer's Office (Office Assistant)

- Daily Open safe and prepare cash register (drawer) for daily business
- Daily Turn on computers and printers boot up system (-boot up system)
- Daily Answer telephone calls
- Daily Greet & wait on customers
- Daily Prepare bank deposit
- Daily Receipt in delinquent taxes- both in mail and in person
- Daily Receipt in department transmittals and check for correctness
- Daily Prepare tax histories
- Daily Prepare tax certifications (requires complete knowledge of legal descriptions)
- Daily Maintain delinquent tax records – filing all delinquent receipts
- Daily Mail out daily tax receipts to tax payers
- Daily Post mail
- Daily Prepare and balance out cash register (drawer) with delinquent reports

Monthly Reconcile payroll bank account

Prepare delinquent tax notices and send out @ 6 (8) times per year (printing-folding-postage)

With new tax sale legislation the following is required:

*Prepare all certified tax notices *(Contracted)

*Prepare preliminary abstract work *(Contracted)

Receipt & know how to do redemptions of delinquent taxes (prepare redemption certificates)

Since this is a new procedure, complete education of the different facets of the tax sale law. This is required to answer questions that will be asked by taxpayers.