

Douglass Township
Deputy Treasurer
Job Description

The Treasurer shall appoint a Deputy who serves at the pleasure of the Treasurer. The Deputy, in the case of absence or incapacity of the Treasurer, shall perform the functions of Treasurer, except that the Deputy shall not have a vote on the Township Board.

DUTIES and RESPONSIBILITIES: 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). The Deputy Treasurer shall:

1. Provide administrative support to the Township Treasurer, as assigned.
2. Answer phones and emails, as well as provide in-person general information to citizens regarding tax operations, policies, and procedures.
3. Accept over-the-counter cash payments, process, record in cash receipting, and place funds in the cash drawer.
4. Prepare deposit slips as needed, and deliver bank deposits to the bank.
5. Process bill payments through Accounts Payable.
6. Send out follow-up letters regarding tax underpayments.
7. Prepare and send out annual Tax Deferment Forms.
8. Prepare and complete payroll in the absence of the Treasurer.
9. Complete other related tasks as designated by the Treasurer.