

**CITY OF SOUTHFIELD  
JOB OPPORTUNITY ANNOUNCEMENT**

*The City of Southfield is currently seeking qualified candidates for the following full-time career position:*

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**JOB CLASSIFICATION:** Treasurer's Coordinator – Treasurer's Office

**SALARY RANGE:** AFSCME 3636 Grade K Pay Range: \$49,226 - \$60,590; Excellent benefit package, including medical, dental, vision, life insurance; defined benefit pension; holidays, vacation, and more.

**REPRESENTATIVE JOB DUTIES:**

- Supervises the activities of the Treasurer's department Clerks, Cashiers and Finance Aides. Works directly with the Deputy Treasurer in coordinating the work activities of Treasurer's staff.
- Coordinate the processing and posting of tax collections to semi-annually produce 31,000 tax bills. This includes various tax rolls related to AdValorem, IFT's, CFT's Commercial Rehab, Brownfields, PILT and Senior Housing parcels. Prepare adjusted tax bills and issue refunds due to changes from Board of Review, Michigan Tax Tribunal, State PRE Denials, Assessor Corrections, Winter PRE changes. Create courtesy delinquent notices for mass mailing to taxpayers. Prepare delinquent roll by reconciling all paid and unpaid taxes and balancing taxes with the County.
- Oversees maintenance of the Equalizer Tax System including deferments and Jeopardy Personal Property.
- Process bank lockbox tax collections, online web payments, balance reports, correct errors, and file reports.
- Provide support for staff such as count and balance P&R & Library funds, assist with processing payments by mail; reviews and resolves basic payment questions such as routine duplicate payments, overpayments, and under payments.
- Miscellaneous duties as assigned by management.

**JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD:**

- Bachelor's degree or equivalent in Public Administration, Business, Finance, Accounting or related field preferred.
- 3 years of related experience requiring operational knowledge of municipal tax procedures/systems, as well as some supervisory experience; Experience with BS&A Software and TIF/LDFA/DDA and Brownfield districts preferred.
- Effective interpersonal skills necessary to interpret taxpayer questions and provide understandable responses.
- Positive public service attitude and ability to work well under pressure and adhere to deadlines.
- Proficient in use of Microsoft Office applications, especially Excel, and professional work experience using computerized financial, accounting and payable systems.
- Ability to perform job functions accurately, confidentially, and in an organized manner. Must exhibit good oral and written communication skills and be able to work with minimal supervision.
- Will be required to Multi-task in a fast paced and a noise-elevated environment, and exhibit significant problem solving and organizational skills and the ability to work well under deadline pressure.
- Must pass an extensive level 3 background investigation conducted by the Southfield Police Department prior to appointment.

The selection process will include a review of the applicant's experience for posted requirements, a criminal history check, and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience.

**APPLY AT:** City of Southfield, Human Resources Department  
26000 Evergreen, Southfield, MI 48076

Applications may be downloaded from the City's website at [www.cityofsouthfield.com](http://www.cityofsouthfield.com)

**City of Southfield application packets must be received in the Human Resources Dept. no later than 5:00 p.m.**

**FRIDAY, December 21, 2018**

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

**AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE**

vr DATED: November 26, 2018



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at [hrsupport@cityofsouthfield.com](mailto:hrsupport@cityofsouthfield.com) if auxiliary aids or services are needed. Reasonable advance notice is required.