



Deputy Treasurer Position Description

GENERAL OVERVIEW

Pay rate: \$21.07 per hour

The Crystal Lake Township Treasurer shall appoint a person to administer duties and responsibilities for the day to day operation of the treasurer's office. The deputy, in case of the absence, sickness, death, or other disability of the treasurer, shall possess the powers and perform the duties of the treasurer, except the deputy shall not have a vote on the township board. Hours vary and are flexible. During tax seasons (July, August, September) and (December, January, February) 20 to 30 hours per week will be expected. During the off season, 10 to 15 hours per week expected. Hours will be decided during learning period, maybe 20 to 30 hours per week. We are a team-oriented office and assignments may not be solely related to the treasurer's office.

Qualifications and preferred skill set:

- High School diploma or equivalent.
- Valid Michigan driver's license with clean driving record and willingness to submit to background check.
- Ability to handle cash accurately and work with high attention to detail.
- Any accounting experience preferred but not required.
- Basic typing ability and willingness to expand typing skill set.
- Microsoft Office suite knowledge and experience, with emphasis on Word and Excel, is preferred but not required.
- Document creation, organization, and process tracking experience is preferred but not required.
- Experience answering phones and face to face interaction with the public preferred but not required. This includes communication experience with a high degree of tact.
- Experience with troubleshooting, problem resolution, and customer service is preferred but not required.
- Time management skills.
- Work independently and as a team player.

Assist the Treasurer with the following Essential Duties/Responsibilities:

- Learn to respond to tax questions from our property owners, title companies, and mortgage entities by phone, email, or in person.
- During summer and winter property tax seasons, learn how to cash receipt tax payments in BSA software program. Tax payments will be made by check, cash, and online.
- Learn the daily property tax reconciliation process.
- Learn the property tax process associated with mortgage escrow.
- Prepare and send out follow-up letters regarding property tax underpayments, notifications of no payment, and late payments.
- Learn the bank deposit process for all township funds
- Deliver bank deposits to the bank.
- Over time, learn all aspects of handling the property tax processes not limited to refunds, disbursements, and settlement with the county.
- Over time, perform the treasurer tasks associated with all township funds.
- Learn the monthly reconciliation process for all township funds.
- In the absence of the Treasurer, prepare payroll information for the payroll company.
- Complete other related tasks as designated by the Treasurer.

In summary, the position may sound intimidating. If you are a detail oriented, resourceful person that is not afraid of numbers, research, talking to people, and admitting you don't know something, you can do this job. I am looking for a long term partner.

Jill Marble, Treasurer

March 25, 2026

