



JENNY BEEMER-FRITZINGER

Clare County Treasurer

Janet Price—Chief Deputy

Kimberly Jackson & Monica Umphrey, Deputies

225 W. Main St
P.O. Box 564
Harrison, MI 48625
Tel. (989) 539-7801
Fax (989) 539-0866

JOB OPENING

- POSITION:** Deputy Treasurer—Full Time (37.5 hrs/wk)
- PAY:** Beginning Salary \$26,214.79 (\$13.44/hr) with union step increases plus benefits
- DUTIES:** Under the direction of the County Treasurer, applicant may be assigned any work connected with carrying out statutory and other duties of a County Treasurer's office. This is a customer service oriented position. Duties may include, but are not limited to collection of delinquent property tax, forfeiture/foreclosure process, departmental receipting, fund accounting/tax software reconciliation, bankruptcy/tax reconciliation, bank statement reconciliation, payroll tax reconciliation, certification of deeds, and selling of dog licenses.
- QUALIFICATIONS:** Individual must have experience in clerical work with knowledge of computers. Proficiency with Microsoft Office Suite, especially Excel & Word is required. Two-year associate degree in accounting and property tax administration preferred. Must have demonstrated ability to problem solve effectively, efficiently manage time, and thrive in a time sensitive and highly demanding work environment. The ability to positively interact in a respectful and professional manner with elected officials, senior management, Clare County staff and the general public is also required. Work can be stressful and confidentiality is mandatory except for statutory public information. Working hours are from 8:00 a.m. – 4:30 p.m. and may require occasional overtime. Due to statutory deadlines, limited time is given off in February, March and the beginning of April.
- APPLY:** Submit application, cover letter, **AND** resume to: Jenny Beemer-Fritzinger, Clare County Treasurer at the above address or beemer-fritzingerj@clareco.net. (Please do not send jpeg attachments.) All applications are due Tuesday, October 31, 2017 at 4:30 p.m.
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