



JENNY BEEMER-FRITZINGER

Clare County Treasurer

Janet Price—Chief Deputy

Kimberly Jackson, Jennifer Davis, & Sharon Price Deputies

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

JOB OPENING

- POSITION:** Chief Deputy Treasurer—Full Time (37.5 hrs/wk)
- PAY:** Salary from \$34,054.90 (\$17.46/hr) - \$39,877.92 (\$20.45/hr), at-will union position plus benefits
- DUTIES:** Chief Deputy Treasurer is a supervisory position and works under the direction of the Elected County Treasurer to perform administrative duties of the office and in the absence of the Treasurer. Oversees and participates in the collection, receipting and accounting functions. Performs bank reconciliations, prepares the general ledger and monthly financial reports, and performs a variety of other financial management functions. Other duties may include but are not limited to processing property tax adjustments, collection of delinquent property tax, follows each step of the forfeiture/foreclosure tax process, departmental receipting, bankruptcy/tax reconciliation, payroll tax reconciliation, certification of deeds, and selling of dog licenses. 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.
- QUALIFICATIONS:** Associate Degree in Accounting or Business with two years' experience in County accounting, financial management or 5 years' experience in bookkeeping or business or similar related field. Land, title, assessing experience a plus. Proficiency with Microsoft Office, especially Excel & Word, is required. 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 the general public, elected officials, and Clare County staff/directors is also required. Work can be stressful, and confidentiality is mandatory. 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 resume and cover letter to:
Jenny Beemer-Fritzinger, Clare County Treasurer
P.O. Box 564
Harrison, MI 48625
or email beemer-fritzingerj@clareco.net.
Deadline for applications: Until position is filled
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