



Grand County

Job Description

Title:	Chief Deputy Treasurer	Job Code:	2800
Division:	Administration	Effective Date:	09/2017
Department:	Treasurer	Last Revised:	

GENERAL PURPOSE

Performs a variety of **general administrative, clerical, and accounting duties** as needed to expedite the daily processes and statutory obligations of the office of the County Treasurer. **In the absence of the County Treasurer, assumes all statutory authority and responsibility of the department.**

SUPERVISION RECEIVED

Works under the general supervision of the County Treasurer.

SUPERVISION EXERCISED

May provide close to general supervision to Deputy Treasurer(s) while in training or on a project-by-project basis.

ESSENTIAL FUNCTIONS

As chief deputy treasurer, assists to monitor department day-to-day operations and ensure compliance with established practices, policies and procedures; is responsible for assisting in the billing and collection of County real property taxes; receipting and depositing of all County monies; transports County cash and warrant deposits and bank bags to and from local banking institutions; performs tracking and accounting for all collections and disbursements; communicates with the public and other agencies regarding tax issues.

Performs a variety of advanced level complex clerical tasks as needed to expedite the mailing, collecting, and receipting of county ad valorem taxes; participates in the issuance of tax notices and recording and receipting of tax remittances as required by law of the office of County Treasurer; accepts and receipts current, redemption and miscellaneous tax payments; assists in the management and collection of all money received in trust and deposited with the county; performs balancing to reports daily, twice weekly, monthly and annually; assist Clerk/Auditor in balancing County General Fund monthly bank statements, including credit card deposits and charges. Updates and maintains financial data on all County tax money collected and disbursed, balancing monthly to bank statements, Public Treasurer's Investment Fund and computer-generated reports.

Performs various cashier and computer entry duties; collects tax payments, current and delinquent accounts, and receives all county revenues over counter and through mail and receipts the same; computer posts all tax revenues; double checks name, address, amount, and statements; prepares and issues receipts; balances cash with receipts, prepares and balances bank deposits; enters tax collection receipt into computer updating customer account and Treasurer ledger accounts; collects and receipts money into various funds of county government; account for receipting and depositing county funds collected by Clerk/Auditors office and personal property/fees and in-lieu taxes collected by Assessor's office/State Tax Commission, balancing daily, monthly and annually; updates ledger with bank accounts and fund balances; follows up and initiates recovery on bad and returned checks.

Greet and assist general public, loan institutions, mortgage companies, banks and title companies, State Tax Commission, title companies, tax service companies, etc.; answering questions and providing tax information; responds to public questions over counter or telephone; provides information related to tax amounts and charges, segregation of property, addresses or property owners, size of parcels, assessed value, current and delinquent tax status, tax sales and redemption process; takes and processes changes of mailing addresses, verifies correct property and legal owner through property management system; prepares and mails all real property tax notices.

Retrieves tax information; provides pay-off figures and researches records as requested; conducts records research as requested by banks, mortgage companies and title companies; enters all net tax adjustments and/or segregation of property into computer; processes rollback releases; enters mortgage company and bank requests for tax payments; enters refunds for double-payments on real and personal property; prepares and mails tax notices and statements on delinquent properties; assist Treasurer and Clerk/Auditor in preparing data and issue receipts for annual tax sale; provides a list of all properties to be sold to the county auditor; files and monitors bankruptcy claims to ensure payment.

Clears all county payroll, and treasurer checks issued; monitors bad checks received from the public through various county offices; balances monthly bank statements with ledgers; runs and balances monthly warrants redeemed and warrants outstanding reports; enters all general journal entries and processes monthly reports on both funds; balances reports with manual ledgers.

Processes, balances, apportions and distributes all tax revenues through the distribution process to the individual government taxing units in the county; help keep accurate record of interest earned on investments.

Assists in the balancing, posting and distribution of personal property tax revenue; performs daily and/or weekly balancing of receipts with revenue and petty cash; reconciles bank and credit card statements.

Prepares balancing reports and documents as needed to complete annual audits; coordinates and cooperates with independent auditors to verify accuracy of the same; makes corrections and adjustments to taxpayer accounts as determined necessary by the State Tax Commission.

Maintains databases for tax abatement applications and documents; assists elderly, blind and veterans by processing circuit breaker exemptions or related tax abatements; receives and processes applications.

Update and maintain County Tax programs and databases and perform computer maintenance in coordination with County IT Staff. May perform scanning /microfilming of documents or record purging as needed.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from a high school with course background in bookkeeping, accounting, mathematics, finance or some other related field;

AND

B. Four (4) years of progressively responsible work experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities

Considerable knowledge of modern bookkeeping and accounting practices and procedures; general office maintenance, (i.e., record keeping, filing, indexing, etc.); computer format and data entry. **Some knowledge** of budgeting, finance and fiscal management.

Skill in basic office computer software and applications; in-depth working knowledge of Excel required; effective communication both verbally and in writing; use of basic office equipment including 10 key calculator, copier, phone systems, fax machine, and postage meter.

Ability to maintain strict confidentiality in all aspects of Treasurer's office; operate a variety of types of office equipment such as personal computer, adding machine, calculator, typewriter, etc.; perform technical mathematical functions quickly and accurately; communicate effectively, verbally and in writing; develop effective working relationships with fellow employees, supervisors, elected officials and the public, as well as personnel from other counties, financial institutions, and Utah State Tax Commission; work effectively in a typical office environment.

3. Special Qualifications:

Possess a valid driver's license.

Successful completion of pre-employment drug screening is required.

Must successfully pass and maintain all requirements of criminal and credit history background checks.

Must take the oath of office pursuant to State law and will be bound by the duties and responsibilities therein.

Must be able to operate 10-key by touch within 6 months of employment.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and light lifting. Talking, hearing and seeing are essential to the performance of regular daily tasks. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity is required. Potentially stressful situations and may involve conflict resolution with public, owners and/or companies leasing lands assessed by Utah State Tax Commission, mortgage companies, other County employees, and/or officials from the Utah State Tax Commission. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____

(Employee)