



COUNTY OF MONO

JOB ANNOUNCEMENT

FILING

DEADLINE:

Open Until Filled
1st Application Review
5/28/2013

Fiscal & Technical Specialist III

Temporary, Full-Time
Treasurer -Tax Collector Office - Bridgeport

SALARY

DOQ

III: Range 59: \$3,152 - \$3,833
(\$20.44 - \$24.84/hr.)

The County of Mono is accepting applications for a temporary, full-time Fiscal and Technical Specialist III position in the Tax Collector's office in Bridgeport for approximately 6 months.

This position has responsibility for providing primary support for a specialized County TOT audit program and is required to perform a variety of advanced technical and office support work. Under minimal supervision, performs a variety of the most complex, specialized account, statistical, document processing, and technical record, accounting and auditing records.

The duties for this position include, but are not limited to:

- Assist in the annual tax roll turn over processing.
- Assist in TOT Auditing (note, this field work).
- Back-up for Revenue Service Officer.
- Input, balance, receipt and deposit tax collection batches.
- Daily reconciliation of all tax registers.
- Receive and verify over the counter cash deposits.
- Input and reconcile all daily general ledger and journal entries.
- Assist taxpayers both on the front counter and over the phone.
- Print and distribute all overnight tax bill runs.
- Research all returned mail and re-route to the correct address.
- Research and process tax collectors tax refunds.
- Ability to utilize automated data processing systems and other office equipment; work continuously and accurately with figures.
- Good public relations and customer service techniques working effectively with managers, staff members and public.

Minimum Qualifications:

Job requires at least four years of substantial fiscal record-keeping experience as an FTS II or III, or equivalent in a position involving accounts receivable, general ledger transaction processing, utility/treasury bookkeeping and general accounting. Advanced educational training in auditing fiscal record keeping and bookkeeping experience is highly desirable AND one (1) of the following:

A.A. in Accounting, OR

A combination of training and experience which would provide the required knowledge and abilities is qualifying. The candidate's specific background will determine the level at the the position is filled.

Selection Process: The selection process may include any of the following: application, a written test that includes math and an oral interview (weighted 100%).

Application Process: For a job description and application contact the County Administrative Office at (760) 932-5412 or print from the website listed below. All completed County applications received in our office will be considered. Faxed or email applications will be accepted provided the application with the original signature is mailed to the address below. Position is open until filled – 1st application review May 28, 2013. Oral and written testing may be required.

COUNTY OF MONO
COUNTY ADMINISTRATIVE OFFICE
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