

ASSISTANT FINANCE DIRECTOR, TREASURER/TAX COLLECTOR

DEFINITION

Under general direction, plans, directs, manages, and oversees the functions, operations, and services of the County Treasurer/Tax Collector's Office; to supervise and oversee the maintenance of accurate tax rolls and tax collection records; to serve as the Treasurer/Tax Collector upon the request or absence of the Treasurer/Tax Collector; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class are distinguished from non-supervisory personnel by the exercise of full supervisory responsibilities. In addition, incumbents perform a variety of highly complex professional accounting work. This classification is restricted to the Finance Department.

REPORTS TO

Director of Finance

CLASSIFICATIONS SUPERVISED

Fiscal & Technical Specialists I /II /III /IV, TOT Auditor, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive regarding the complete set of job duties which may be assigned.)*

- Plans, directs, supervises, and coordinates the functions and operations of the Treasurer/Tax Collector's office including tax notification, collection, accounting, investments, cash management, and remittance of funds received.
- Coordinates accounting and reporting procedures.
- Planning and implementation of County investments, representing the County Treasurer/Tax Collector in investments.
- Review and analyze the cash flow needs and project funds available for investment.
- Prepares and presents all investment reports to the Board of Supervisors.
- Supervises the reconciliation of bank, general ledger cash, daily cash management, and investment revenues.
- Makes final audits of monies received on secured tax collections.
- Maintains current awareness of relevant legislation and makes necessary office procedural changes to implement legislative mandates.
- Oversees collections and audits of the Transient Occupancy Tax Program.
- Oversees collection and processing of secured, unsecured, supplemental, and delinquent tax collections and deposits.
- Serves as County Treasurer-Tax Collector in the absence of the Director of Finance, or when delegated to do so.
- Monitor and maintain a positive working relationship between the County, the bank and other financial partners.
- Plans and coordinates the annual Tax Sale of Defaulted Property.
- Establish policies, procedures and controls related to the Treasurer/Tax Collector office.
- Research and prepare technical and administrative reports; prepare written communications.
- Plans, directs, organizes, assigns, trains, coaches and evaluates employees.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 50 lbs.; corrected hearing and vision to normal range; verbal

communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

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Knowledge of:

- Policies, operations, and functions of the County Treasurer/Tax Collector's Office.
- Principles and practices of budget development, preparation, and expenditure control.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations including those governing County tax collection procedures and treasurer functions.
- Modern office practices, methods, and computer equipment.
- Basic principles and techniques of management and program administration.
- General knowledge of tax assessment procedures.
- Financial records required for maintenance of tax rolls and County tax collection.
- Procedures and laws for the disposal of property with delinquent taxes.
- Investment methods utilized by the County Treasurer.
- Principles and procedures of financial and statistical record keeping and reporting.
- Spreadsheet and database applications and operations.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

- Analyze, develop, evaluate and modify financial data related to financial management and investments.
- Assist with planning, directing, managing, and overseeing the programs, functions, and operations of the County Treasurer/Tax Collector's Office.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Participate in the development and preparation of the assigned budget and expenditure controls.
- Perform the most difficult and complex account and financial record keeping work in the maintenance and updating of County tax rolls.
- Administer the sale and transfer of properties with delinquent tax liens.
- Assist with performing the full range of County Treasurer/Tax Collector functions.
- Interpret, explain, and make recommendations on policies and procedures affecting the County tax Collector – Treasurer functions.
- Effectively represent the County Treasurer/Tax Collector to the public, community organizations, and other government agencies.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible financial and account record keeping experience including two years of supervisory experience preferably working with the functions and operations of a County Tax Collector – Treasurer's Office.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, public administration, business administration, or a related field.