

Uintah County

Job Description



Title:	Deputy Treasurer I	Code:	510.1
Division:	Administration	Effective Date:	3/07
Department:	Treasurer	Last Revised:	07/20
FLSA Cat:	Non-Exempt	Pay Grade:	12

GENERAL PURPOSE

Performs a variety of **clerical, and general accounting duties** as needed to expedite the daily processes and statutory obligations of the office of the County Treasurer.

SUPERVISION RECEIVED

Works under the general supervision of the County Treasurer or Senior Deputy Treasurer.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs a variety of advanced level complex clerical tasks as needed to expedite the mailing, collecting, and receipting of county property 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; assists in the management and collection of all money received in trust and deposited with the county.

Performs various cashier and computer entry duties; collects tax payments, both current and delinquent, and receives all county revenues, electronic payments over counter payments, credit card payments and payments received through the 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 scans 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; balances and updates daily reports, updates ledger with bank accounts and fund balances;

Works with the public, State Tax Commission, title companies, tax service companies, etc.; 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; prepares and mails tax notices and statements on delinquent properties; provides a list of all properties to be sold to the county auditor; files and monitors bankruptcy claims to ensure payment.

Processes electronic transfers for payroll direct deposits; prints warrant checks and verifies amounts and signatures; redeems all county accounts payable, and tax trust checks issued; 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.

Assists in the balancing and posting of property taxes; performs daily and/or weekly balancing of receipts with revenue; 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.

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. Sufficient experience to demonstrate an ability or aptitude to perform above duties;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities

Some knowledge of basic bookkeeping practices and procedures; general office maintenance, (i.e., record keeping, filing, indexing, etc.); personal computer operations and various software applications, i.e., MS Word, MS Excel, etc.

Ability to operate a variety of types of office equipment such as personal computer, adding machine, calculator, 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; work effectively in a typical office environment.

3. Special Qualifications:

Must be able to operate 10-key by touch.

Must be bondable.

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. 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)