

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## JOB ANNOUNCEMENT

**POSITION: FINANCIAL ANALYST-TREASURER, SUPERVISOR**

**Posting# 2541-0317jhm**

### REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable

**STARTING SALARY: Step 46 \$26.93-Step 58 \$35.58 per hour, \$2,154 - \$2,846 Bi weekly**

*Plus benefits package - Step increase available after completing probation and annually thereafter.*

**OPENING DATE: February 23, 2017**

**CLOSING DATE: Open Until Filled**

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*

**\*All applications received by March 9, 2017** will be screened by the Human Resource Office.

Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The HR Office will continue to consider qualified candidates as needed until the position is filled.

**For additional information see the job description at - - <http://www.utahcounty.gov/jobs>**

**JOB SUMMARY:** Under the general supervision of the Chief Deputy-Treasurer, perform supervisory and accounting functions of the office. Assist with the collection function for Utah County property tax monies and ensure proper handling of tax payer money.

**DUTIES INCLUDE:** Monitor and evaluate work of assigned personnel. Interview, select, supervise, and train part-time help for the department. Compute tax, penalty and interest (fees) amount for partial releases, accept and process tax payments and apply adjustment to payment. Record greenbelt lien releases.

Responsible for personal property accounts, collections and seize/sale. Answers requests for detailed tax distribution, additional notices, and other information. Maintain and balance record of property tax collected above original assessment. Refund over collection of assessment; and withhold adjustments from taxing entities.

Determine final disposition of each file or record according to retention schedule provided by state archives. Adjust insufficient draft on real property according to original payment. Secure office each night and verify security every morning. Maintain cash flow analysis. Keep proper cash balance daily in bank. Provide notification to the Utah State Tax Commission of delinquent centrally assessed properties. Maintain and submit funds to Utah State Unclaimed Property Division. Exemplify the desired culture and philosophy of the organization and department. Work effectively as a team member with members of management and staff.

**EVALUATION AND SELECTION FACTORS INCLUDE:****Knowledge of:**

County tax system and government finance  
Principles, practices, and methods of budget development and administration  
Applicable federal, state, and local laws, codes, and regulations  
Standards of practice relating to collection of real and personal property.

**Skills:**

Communicate effectively verbally and in writing  
Work under the pressure of deadlines  
Handle all varieties of situations for employees and customers

**Abilities:**

Research and resolve customer questions and complaints  
Maintain cooperative working relationships with others in the workplace and the public  
Interrelationships between community, county, and department services and programs

**REQUIREMENTS FOR EMPLOYMENT:** Bachelor Degree in Business Management, Accounting, Finance or a closely related field and three (3) years of finance related work experience including one (1) year in a supervisory role. A related master degree may be substituted for one year of professional level accounting work. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**LICENSURE/CERTIFICATIONS:** Incumbent must be bondable.

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of HR Management, 100 East Center, Suite 3800, Provo, UT 84606, or email an official Utah County Government application and required attachments to [humanresources@utahcounty.gov](mailto:humanresources@utahcounty.gov) by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The HR Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The HR Department reserves the right to call only the most qualified applicants to any of the examinations.