

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: FINANCIAL ANALYST – TREASURER, SUPERVISOR
CLASS CODE: 2541

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISOR
STEP RANGE: 42-54

EFFECTIVE DATE: 2/23/2017
DEPARTMENT: TREASURER

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.

ESSENTIAL FUNCTIONS

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.

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KNOWLEDGE, SKILLS, AND ABILITIES

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

PHYSICAL DEMANDS

Typically sit at a desk or table and work for sustained periods of time maintaining concentrated attention to detail.
Regularly walk, stand, or stoop.
Occasionally lift or otherwise moves objects weighing up to 40 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room. Work may expose employee to volatile situations with the public. Work long hours during tax season and at monthly/yearly distributions.

EDUCATION AND EXPERIENCE

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.

LICENSING AND CERTIFICATION

Incumbent must be bondable.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.