



Chief Deputy – County Treasurer

Job Description

Department: Treasurer
Position: Appointed
Starting Step: 56, Table 14
Supervisory: Yes
Reports to: County Treasurer

Summary

Under general guidance and direction of the elected County Treasurer, performs supervisory and principal administrative work. Incumbents serving in this classification are appointed by, and would take over and discharge the duties of, the elected County Treasurer in the event of his or her absence or disability.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Direct and develop functions of the office. Craft plans for future projects, sets goals and objectives.
2. Develop, establish, implement, and maintain operating procedures and policies.
3. Oversee training and ensure work is completed accurately and efficiently. Evaluate performance and conduct performance appraisals.
4. Identify, evaluate, and resolve personnel concerns.
5. Recommend staffing decisions related to hiring and retention of personnel and administration of disciplinary action in accordance with County Personnel Rules and Regulations.
6. Research and evaluate department needs to facilitate preparation and submission of the annual budget.
7. Direct collection of county monies and ensure disbursement to proper taxing entities. Ensure proper handling of taxpayer money.
8. Direct distribution of real and personal property tax including delinquent, Greenbelt assessments, and motor vehicle registration fees.
9. Compile and analyze collection reports, correction letter information, refund detail, warrant register, and withholding information for each area.
10. Balance collection reports with computer distribution reports for each area.
11. Interact with other departments in balancing total monthly disbursement.
12. Perform final distribution of all funds collected during previous year.
13. Oversee and prepare annual notifications such as May Tax Sale, Yearly Tax Notice, Delinquent Taxes, Tax Exempt Entities, Overpayment.
14. Maintain awareness of legislative updates, interpret tax law, and make application to department functions.
15. Represent the County Treasurer as needed at Commission and other meetings.
16. Oversee security of the office and functionality of alarm system.

For Office Use Only

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FLSA: Exempt
Effective Date: 7/11/2017
Public Safety: No

Worker's Compensation: Clerical
Background Level: III
Safety Sensitive: No
DOT: No

17. Compile annual State Tax Commission Report.
18. Reconcile bank statements for Utah County Government accounts.
19. Collaborate on re-write of Collection/Distribution system, implementation and maintenance.
20. Maintain, balance, and submit funds to State Unclaimed Property Division.
21. Compute tax, penalty and interest (fees) amount for partial releases, accepts payment and applies adjustment to payment; record lien releases.

Knowledge, Skills, and Abilities

Knowledge of County tax system and government finance
 Knowledge of principles, practices, and methods of budget development and administration
 Knowledge of investment and fund accounting, general ledger accounting, property tax accounting
 Knowledge of strategic planning, goal setting, and program development and implementation
 Knowledge of social and political issues influencing public agency program administration
 Knowledge of principles of human resource management and development, leadership, and team building
 Knowledge of applicable federal, state, and local laws, codes, and regulations
 Knowledge of interrelationships between community, county, and department programs
 Skilled in administer large and complex governmental services
 Skilled in communicate effectively both verbally and in writing
 Ability to interpret, summarize, and present complex data and information to diverse audiences
 Ability to establish and maintain effective working relationships with internal staff and the public
 Ability to meet customer expectations and resolve customer service problems
 Ability to lead and work in a team environment
 Ability to exercise sound independent judgment within general policy guidelines
 Ability to interpret and apply policies to solve complex problems
 Ability to provide executive direction

Supervisory Responsibility

This position has direct supervisory responsibility, and does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. This job may expose employee to volatile situations with the public. This position requires long hours during tax season and monthly/yearly distributions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 40 pounds.

Position Type/ Expected Hours of Work

Incumbent must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 5 percent travel.

Recommended Education and Experience

1. Bachelor’s degree in business management, accounting, finance or a closely related field
2. Six (6) years of professional accounting work experience including two (2) years in a supervisory role

Additional Eligibility Qualifications

1. Incumbent must be bondable
2. Selected applicants are subject to, and must pass, a background check

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

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Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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