

## **TREASURY/TAX TECHNICIAN**

### **DEFINITION**

Under general direction to perform a variety of fiscal analysis and technical support work in the Treasurer/Tax Collector/Collection's office; to maintain current information on County cash flow and accounts; to assist with the investment of County funds; to plan and coordinate the collection of secured and unsecured taxes; to insure proper servicing of delinquent accounts; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized Treasury/Tax/Collection Specialist classification. Incumbents perform a variety of fiscal analysis, technical support, and tax collection coordination in support of the functions and operations of the Treasurer/Tax Collector office. They also provide direction, guidance, and coordination for fiscal support staff. Incumbents are expected to be proficient in working computerized banking and fiscal management systems.

### **REPORTS TO**

Assistant Treasurer/Tax Collector and Treasurer/Tax Collector/Collections Administrator and to Collections Office in items of Collection management.

### **CLASSIFICATIONS SUPERVISED**

Incumbents may provide work direction and coordination for fiscal support staff.

**EXAMPLES OF DUTIES**

- Performs complex fiscal analysis and technical support work in support of the functions and operations of the Treasurer/Tax Collector/Collections Office.
- Provides work direction, coordination, and training for fiscal support staff; balances County cash accounts, coordinating with the banks as necessary.
- Post journal entries for cleared warrants, ACH and wire transfers.
- Balances and reconciles trust accounts.
- Projects cash inflows and outflows and manages cash flow of County monies.
- Assists with the investments of County funds, performing day-to-day investment functions, as necessary; processes and maintains bankruptcy cases.
- Works with legal staff regarding collection activities.
- Operates and uses the County's computerized financial management systems.
- Responds to difficult and sensitive citizen complaints and inquires.
- Plans, prepares and conducts County tax sales.
- Prepares legal publications, manages the Department's budget, pays bills, and reconciles balances.
- Maintains and controls inventory of equipment and forms.
- Prepares printed forms, bidding requirements, and conducts purchases.
- Maintains property tax postponement program; prepares written office procedures.
- Deposits and maintains controls over secured, unsecured, and supplemental tax rolls.

**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers and FAX.

**TYPICAL WORKING CONDITIONS**

Work is normally performed in an office environment; contact with staff and the public.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

- General accounting theory, principles, and practices and their application to a variety of accounting transactions and problems.
- Laws, rules and regulations, and policies affecting the operations and functions of the County Treasurer/Tax Collector/Collections.
- Government cost accounting and budgeting.
- Banking systems and cash flow management.
- Legal terminology, forms and procedures.
- Computerized financial management systems.
- Principles of work direction, work coordination, and training.

### **Ability to:**

- Perform a variety of financial analysis, cash flow management, investment assistance, or tax collection functions as assigned in the Treasurer/Tax Collector/Collections office.
- Analyze and evaluate financial and/or tax collection information, researching and gathering appropriate information to resolve problems.
- Provide lead direction, work coordination and training for other staff.
- Monitor and update fiscal records.
- Prepare a variety of financial reports and statements.
- Gather, organize, analyze, and present a variety of information.
- Make mathematical calculations quickly and accurately.
- Use a computerized financial management system.
- Establish and maintain cooperative working relationships.

**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 would be.

Three (3) years of responsible fiscal management and/or Tax Collection experience in work comparable to that performed in the Treasurer/Tax Collector/Collections Office, preferably supplemented by advanced education and training in accounting and/or business administration.

**Special Requirements:** Possession of valid California Driver's License issued by the Department of Motor Vehicles.