

## **ASSISTANT TREASURER/TAX COLLECTOR**

### **DEFINITION**

Under general direction, to assist with planning, organizing, directing, and coordinating the functions and operations of County Treasurer/Tax Collector's Office; to oversee billing, collecting, and reporting functions, insuring proper internal controls and accounting for secured, unsecured, supplemental, and delinquent property taxes and the transient occupancy tax; to perform accounting and fiscal recordkeeping duties in the collection of secured property taxes; to assist with investment and cash management of County funds; to provide staff supervision, training, and evaluation; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized single position classification which oversees the daily operations of the County Treasurer/Tax Collector's office and provides administrative support for the County Treasurer/Tax Collector.

### **REPORTS TO**

County Treasurer/Tax Collector.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Fiscal and Technical Services Assistant I, II, and III, and Office Assistant I and II.

## **ASSISTANT TREASURER/TAX COLLECTOR - 2**

### **EXAMPLES OF DUTIES**

- Assists the County Treasurer/Tax Collector with planning, directing, supervising, and coordinating the functions and operations of the Treasurer/Tax Collector's office including tax notification, collection, accounting, investments, cash management, and remittance of funds received.
- Coordinates accounting and reporting procedures.
- Assists with planning and implementation of County investments, representing the County Treasurer/Tax Collector in investments.
- Supervises the reconciliation of bank, general ledger cash, daily cash management, and investment revenues.
- Designs and implements Department forms.
- Audits and posts daily secured and supplemental collection receipts as necessary.
- Balances fiscal records with the Auditor/Controller's Office after each tax settlement as necessary.
- Pays the Department's bills when required.
- Assists with preparation and administration of the Department budget.
- Assists with hiring and training new staff.
- Explains difficult tax procedures to the public.
- Assists with preparation of legal publications.
- Prepares reports for the State Controller.
- Maintains special funds.
- Makes final audits of monies received on secured tax collections.
- Oversees collection and processing of unsecured, supplemental, and delinquent tax collections and deposits.
- Answers correspondence requiring specialized knowledge of Treasurer/Tax Collector policies and operations.
- Maintains current awareness of relevant legislation and makes necessary office procedural changes to implement legislative mandates.
- Acts for the Treasurer/Tax Collector in the Treasurer/Tax Collector's absence.
- Prepares, processes, and maintains payroll records.
- Evaluates staff performance.
- Assists with the review and implementation of policy and procedure changes.
- Serves as a liaison with the public, committees, boards, groups, and associations.

## **ASSISTANT TREASURER/TAX COLLECTOR - 3**

### **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 performed in an office environment; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Operation, responsibilities, and procedures of the County Treasurer/Tax Office.
- The California Revenue and Taxation Code as applied to local tax collection and reporting requirements.
- Accounting principles and practices and complex financial recordkeeping procedures.
- Investment principles and procedures.
- Cash management.
- General governmental accounting control practices.
- Property parcel descriptions and terminology.
- Organization and functions of the various departments and political subdivisions of the County.
- Office management methods and procedures.
- Principles of supervision, training, and staff evaluation.

#### **Ability to:**

- Assist with planning, assigning, coordinating, and directing the functions and operations of the County Treasurer/Tax Collector's Office.
- Provide supervision, training, and work evaluation for assigned staff.
- Perform a wide variety of complex and specialized administrative and fiscal support work for the Plumas County Treasurer/Tax Collector.
- Interpret, explain, and apply a variety of County Treasurer/Tax Collector policies, rules, procedures, and regulations.
- Assist the County Treasurer/Tax Collector with the investment and cash management of County funds.
- Analyze, develop, and modify financial recordkeeping procedures.
- Maintain or supervise the maintenance of tax records and formulate statistical accounting reports on tax matters.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Effectively represent the County Treasurer/Tax Collector in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other government agencies.
- Establish and maintain cooperative working relationships.

#### **ASSISTANT TREASURER/TAX COLLECTOR - 4**

**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 and abilities would be:

At least five (5) years of responsible work experience in a California County Tax Collector's Office, including at least two (2) years of experience in a lead or supervisory capacity. Experience should include direct responsibility for one or more of the following functions: Secured taxes, unsecured taxes, Redemptions, Investments, and Supplemental Taxes.

Equivalent to successful completion of the courses required for a major in accounting at an accredited four (4) year college or university; or successful completion of a professional accounting, finance, economics, business administration, or public administration curriculum given by an approved institution which included courses in elementary and advanced accounting, auditing, cost accounting, finance, and business law.

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