

## **TREASURER / ASSESSOR ASSISTANT**

Basic Function: Perform a variety of accounting and assessing functions. Assist with general administrative and office support. Perform related work as required.

Supervision Received: Accounting and general administrative support work is performed under the direction of the Finance Director/Deputy Treasurer. Assessing and general administrative work is performed under the direction of the Assessor. Position reports to the Finance Director/Deputy Treasurer.

Responsibilities and Duties: An employee in this position may be called upon to do any or all of the following: (Employee may be expected to perform additional tasks as required.)

1. Perform a variety of accounting tasks and responsibilities.
  - a. Collect and process customer payments received in person, by mail or by ACH.
  - b. Assist with calculation and preparation of tax roll, tax billing, collection and distribution of funds, and annual settlement with county treasurer.
  - c. Assist with collection of delinquent personal property taxes.
  - d. Compile and maintain accounting records and schedules, general ledger journal entries, reconcile detailed subsidiary ledgers and schedules to the general ledger, and assist with related accounting processes.
  - e. Assist the Finance Director with accounting, budgeting, and financial reporting functions.
  - f. Assist the Finance Director with annual audit and year-end reporting.
  - g. Balance daily cash receipts for taxes, utilities and other revenues and receipts. Make bank deposits to proper accounts.
  
2. Perform a variety of assessing tasks and responsibilities.
  - a. Perform various field activities including measuring, photographing and verifying building dimensions, characteristics (foundation type, quality of construction, etc.) and condition. Interview residential property owners.
  - b. Enter data into BS&A Assessing software and create building sketches using APEX Sketch software.
  - c. Read deeds, Property Transfer Affidavits and Principal Residence Exemption Affidavits (PRE) and enter the transfer of ownership information and PRE data into applicable assessing software.
  - d. Provide residential appraisal and related information as requested by the public.
  - e. Provide basic explanations of the assessing process and supply current and historical property values and records in accord with public requests.
  - f. Create, modify and maintain custom Geographic Information System (GIS) shapefiles and databases to work in conjunction with the county's GIS system in order to support Assessing Department and other township needs.
  
3. Assist with general administrative and office support.
  - a. Provide general administrative and office support for other operations as assigned.
  - b. Interact with employees and public to answer questions and/or refer to appropriate person.
  
4. Perform related work as required.

Desirable Qualifications for Employment: An employee in this class, upon appointment, should have the equivalent of the following knowledge, training and experience.

1. This job requires knowledge normally acquired through the completion of an Associate's or Bachelor's Degree in accounting, public administration, finance, business or related field and ESRI's GIS Fundamentals Learning Plan.
2. Experience in government accounting and assessing practices, policies, and principles is preferred but not mandatory.
3. Basic knowledge and application of principles, practices and procedures for accounting, budgeting, financial reporting, assessing administration functions and geographic information systems.
4. Interpersonal skills necessary to effectively communicate with other employees, public officials and the general public. Ability to communicate and present ideas effectively, both orally and in writing.
5. Computer knowledge and skills to effectively utilize computerized accounting and assessing systems, including BS&A software and Microsoft Word, Excel and Power Point applications as well as database applications.
6. Ability to make mathematical calculations with speed and accuracy; ability to prepare and maintain accurate records, spreadsheets and reports. Skill in compiling, maintaining and analyzing financial data and assessing records. Basic skills in reading construction plans and use of GIS software.
7. Ability to establish cooperative and effective working relationships and use good judgment, initiative, and resourcefulness when dealing with other employees, the general public, other government agencies and outside businesses.
8. Ability to work effectively under the pressures of meeting deadlines, working on multiple tasks and projects, giving high attention to detail, setting work priorities, monitoring work outcomes, etc.
9. Physical ability to frequently sit in one position and use computer keyboard, phone, calculator, and other office equipment, and perform related desktop work activities for extended periods of time; occasionally lift/push/carry items weighing up to 20 pounds; talk, hear, see, walk, stand.

Working Conditions:

1. Normal office environment with little discomfort due to dirt, dust, noise and the like.
2. Extended working hours may be periodically needed to meet deadlines and workload requirements.