

POSITION DESCRIPTION

POSITION TITLE: Accounts Manager II
GRADE: Three (\$10.00 - \$22.00 per hour)
EMPLOYMENT CATEGORY: Regular Full-Time
STATUS: Non-Exempt
REPORTS TO: County Treasurer

POSITION SUMMARY: Under the general supervision of the County Treasurer, the person in this position performs varied tasks related to accounts management and real estate, vehicle, property and oil and gas taxation. The Accounts Manager II is directly responsible for certain accounts management tasks and for the maintenance of all departmental supplies. Cross trains with the Accounts Manager and Treasurer Clerk II, performing those duties as needed.

FUNDAMENTAL JOB DUTIES:

GENERAL

- Must have a thorough knowledge of Kansas Statutes and regulations dealing with taxation and motor vehicles.
- Must have a thorough knowledge of departmental and County policies and procedures.
- Once proficient in all areas of operations, will assist in new employee orientation and training and the continuing education of tax and vehicle clerks.
- Assists with overseeing office supply inventories to assure adequate supplies are on hand for efficient operations.
- Ability to move within office and perform all duties within one year of hire.
- Performs other duties as deemed necessary or as assigned by the County Treasurer.

ACCOUNTS MANAGEMENT

- Cross trains with the Accounts Manager I. Will complete his or her tasks in the absence of the Accounts Manager I.
- Performs bank reconciliations.
- Balances the Tax Administration System with the General Ledger on a daily basis.
- Manages escrow accounts.

TAXATION, Real Estate, Vehicle, Property and Oil and Gas

- Must become proficient in the use of MOVRS and CIC software within one year of hire.
- Cross trains with the Treasurer's Clerk II. Will complete his or her tasks in the absence of the Clerk II.
- In the absence of the Treasurer or the Clerk II, will assist Clerk dealing with difficult situations. This may include de-escalating situations with angry taxpayers.
- May assist with the creation and mailing of tax role, statements and warrants.

EDUCATION: College degree or high school graduate with two years of bookkeeping, accounting or account analysis experience.

EXPERIENCE / SKILLS: Requires knowledge of mathematics, principles of accounting, interest calculations and computer applications (Microsoft Office). Ability to use calculators, copiers and other office equipment. Good communication skills with ability to work well with others. Must have the ability to work independently. Must have the ability to proof own work and that of others.

PHYSICAL REQUIREMENTS / ABILITIES: -Works closely with the general public and other County / Judicial District employees. Public needs must be the main emphasis. Occasions of dealing with difficult people. Will routinely have support when dealing with difficult people. Occasionally lifts and carries objects not exceeding 50 pounds. This employee must have the stamina to sit for long periods of time and work with multiple interruptions.

WORKING CONDITIONS / ENVIRONMENT: Well-lighted, climate controlled office.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.

Employee Signature _____ Date ____/____/____

Dept Head Signature _____ Date ____/____/____

WRITTEN: April, 2018