

DEPUTY COUNTY TREASURER

FUNCTION OF THE JOB

Under direction, coordinates, manages, and reconciles the County's annual tax settlement process; assists the County Treasurer in the administration of the office; acts as office holder and performs statutory duties of the County Treasurer in the absence of the County Treasurer; performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Selects, supervises, assigns, trains, and evaluates the work of the staff and handles personnel issues of the staff.
2. Trains and instructs the staff on the proper accounting and bookkeeping procedures and practices for the office cashiering system.
3. Oversees the daily administration of the computerized tax collection, tax billing, and cashiering systems including user access, reporting, testing, and training of staff in their use.
4. Coordinates and processes the County's tax settlements in accordance with Wisconsin State Statutes.
5. Assists in the preparation of tax billing information for municipalities; reviews and reconciles the tax rolls and collections from each municipality in the County.
6. Oversees daily collections of tax payments, general receivables and maintains updated computerized reports for monthly reconciliation of the County's tax collections.
7. Processes, posts, audits, and maintains tax collection files from outside sources and updates the tax system.
8. Maintains tax files including making adjustments for lottery credits, special assessments, and other corrections.
9. Compiles, organizes, and interprets financial and statistical information for Finance Division, Wisconsin Department of Revenue, and municipal Treasurers.
10. Monitors all financial accounts, cash flow, cash on hand, and fund transfers from various accounts.
11. Prepares tax deed foreclosures using the IN REM process per State Statutes.
12. Develops and implements office policies and procedures for the efficient operation of the office.
13. Assumes responsibility of the office, signs legal documents and wires insurance payments in the absence of the County Treasurer.
14. Prepares, presents, and submits required financial and statistical reports to local Treasurers, State Department of Revenue, Finance Division, and others.
15. Assists in public relations by responding to inquiries, resolving complaints, and providing information related to the activities and services of the office.
16. Establishes and maintains effective working relationships with the State Department of Revenue, local Treasurers, government officials, other County departments, and the public.
17. Assists in the development and implementation of the County Treasurer's annual budget and strategic plan.
18. Maintains prompt, predictable, and regular attendance.
19. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of Wisconsin State Statutes as they apply to the County Treasurer's Office and tax collection.
2. Thorough knowledge of bookkeeping, cash management and internal control procedures and practices.

QUALIFICATIONS

Essential Knowledge and Abilities (cont.)

3. Thorough knowledge of modern office practices, procedures, and equipment.
4. Comprehensive knowledge of fiscal management and general accounting principles, practices, and procedures.
5. Considerable knowledge of general banking procedures and principles.
6. Considerable knowledge of administrative, managerial, and supervisory principals and practices.
7. Working knowledge of the capabilities, uses, and requirements of computer hardware, software applications, and related equipment.
8. Ability to use word processing, database, and spreadsheet software programs.
9. Ability to establish and maintain effective working relationships with the State Department of Revenue, local Treasurers, government officials, other County, and the public.
10. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
11. Ability to develop and implement office policies and procedures and evaluate their effectiveness.
12. Ability to carry out special projects and general assignments requiring organization of materials and development of procedures without direct supervision.
13. Ability to plan, organize, supervise, and review the work of others.
14. Ability to work with a variety of financial and accounting systems.
15. Ability to prepare and maintain accurate and complete records and reports.
16. Ability to prepare and present required financial reports to committees, County departments, and other government agencies.
17. Ability to make decisions in accordance with rules, regulations, and County policy.

Training and Experience

1. A. Graduation from a recognized technical school with an associate's degree in business accounting, finance, or experience in a closely related field.

AND

B. Three (3) years of work experience in bookkeeping, accounting, banking, investment, financial or cash management, municipal treasurer or deputy treasurer, municipal clerk, or deputy clerk, or a closely related field.

OR

2. Graduation from a recognized college or university with a bachelor's degree in business or public administration, accounting, finance, or a closely related field.