

Clinton County, Iowa
Job Description

Clinton County Treasurer's Office

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| Job Title: | Accounting Office Manager | Job Code: N/A |
| Department: | Treasurer's Office | Pay: 65,000-73,000/year |
| Reports to: | Treasurer | FLSA: Exempt |
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SUMMARY: Serves as an Accounting Office Manager for the Treasurer's office. This position will work closely with the treasurer, deputy treasurers, and peers to address problems, maintain accurate records, assist customers. Manages accounting/ auditing functions to ensure the proper accountability/reporting of financial transactions processed through the Treasurer's Office; responsible for assigned administrative/ technical duties to provide compliance of departmental policies/procedures; manages the reconciliation of collections by the Treasurer's Office and disbursement of taxes, fees, and charges to state agencies, other county departments, and political subdivisions; coordinates/reviews the Treasurer's preparation of annual financial reports; establishes procedures to provide internal controls within financial processes and confirm compliance with all applicable federal and state statutes.

Essential Job Duties and Responsibilities:

- Represent Clinton County and perform duties in a professional, responsible, and trustworthy manner.
- Maintains a positive working relationship with the Treasurer, the office staff, other County employees, and public. Courteous and friendly approach to problem solving within a team environment.
- Manages and oversees the processing, auditing, and reporting of financial transactions in the Treasurer's Office; ensures compliance with applicable federal and state statutes.
- Supervises/evaluates the work of staff; Instructs, trains, evaluates, and recommends personnel actions related to selection, performance review, scheduling, and discipline; administers personnel and related policies/procedures; ensures that all staff are properly trained.
- Prepares audit reports/statistical work papers on cash management records such as investments, bonds issues, fund balances, customer payment activity, receipts, disbursements, and bank balances; reviews monthly audits of the Treasurer's online property tax/registration renewal payment systems; develops staff work

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schedules to meet required deadlines; analyzes and recommends policies/internal controls; explains related policies, procedures, and systems to County employees and independent auditors.

- Develops, implements and evaluates accounting/financial information systems/controls; reviews/approves new procedures/forms; recommends/implements new work procedures based upon changes occurring in legislative law/administrative policy.
- Oversees the collection of taxes, fees, and charges as well as the distribution of funds to state agencies, other county departments, and political subdivisions in conjunction with the treasurer.
- Supervises the processing and balancing of annual tax sale financial transactions; oversees the proofing, balancing, and reconciliation of the annual tax certification process to establish property tax rates and receivables.
- Investigates complaints from employees or the public and reports findings; takes steps to remedy conditions that have caused complaints.
- Serves on various interdepartmental, intradepartmental, and/or committees as approved/assigned by the Treasurer.
- Reviews, prepares, and maintains various financial records/reports.
- Communicates/confers with representatives of other departments, offices and agencies regarding general ledger activity, banking services, transaction processing, and financial reporting.
- Ability to type accurately and utilize all Microsoft Office suite, scanners, calculators, fax machines, photocopiers, and multi-line telephones.
- Ability to assimilate and enter large volumes of information into spreadsheets with a high degree of accuracy.
- Able to learn and uphold Iowa vehicle rules and regulations as dictated by the Iowa DOT, the Code of Iowa, and Iowa Administrative Code.
- Must be willing and able to adapt to change and learn new rules and regulations as they relate to real estate tax law and motor vehicle law.
- Ability to work within deadlines and remain positive and professional to both those within the office and others outside of the Treasurer's office.
- Organize and prioritize multiple tasks and competing priorities.
- Ability to work at both Clinton and DeWitt locations.
- Performs other duties as assigned.

Minimum Qualifications Requirements - (Education and Experience):

- Graduation from an accredited four year college or university with major course work in accounting or related, and
- Three to four years of related experience, or
- Any equivalent combination of training and experience that will have provided the required knowledge, skills and abilities.

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Minimum Qualifications – (Knowledge, Skills and Abilities):

- Knowledge of county and Iowa Code
- Knowledge of Iowa Motor vehicle rules and regulations as outlined by Iowa DOT, Iowa Code, and Iowa Administrative Code. .
- Ability to organize and prioritize multiple responsibilities and completing priorities by being flexible to meet demands of office changes.
- Considerable knowledge of the legal, administrative, and procedural regulations of the County Treasurer's cash management operations.
- Considerable knowledge of accounting/auditing theory and financing.
- Considerable knowledge of auditing and expenditure control systems/procedures.
- Considerable knowledge of applicable laws, regulations and procedures governing the receipt and expenditure of public funds.
- Knowledge of governmental accounting principles, practices, and terminology.
- Knowledge of management principles and practices.
- Ability to plan, organize, direct, and carry out a program of general ledger accounting and financial reporting.
- Ability to perform complex technical financial computations and calculations.
- Ability to interpret/apply federal, state, and local policies, procedures, laws and regulations.
- Ability to research, analyze, and resolve extremely complex problems/discrepancies.
- Ability to exercise good judgment in evaluating situations.
- Ability to make ethical and responsible decisions/recommendations, in accordance with laws, rules, regulations, and departmental policies/procedures.
- Ability to utilize/maintain a variety of computer applications.
- Ability to design/implement complex spreadsheets.
- Proven ability to plan, direct, coordinate, and supervise the work of others.
- Ability to provide guidance/instruction to others.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships with other County employees, representatives of other agencies, and the general public.
- Ability to promote and maintain good departmental and public relations.
- Thorough knowledge of Iowa real estate tax law and motor vehicle law.
- Ability to learn specialized equipment and software related to business needs.
- Ability to interact with a variety of people, some in emotionally stressful situations.
- Ability to adhere to policy
- Ability to uphold a positive image of the Clinton County Treasurer's office.

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Language Skills:

- Ability to read and comprehend general business and legal documents.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from groups of law enforcement officials and the general public.

Mathematical Skills:

- Ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Understanding and adherence to accounting rules, regulations, and principles.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to maintain confidentiality and security of private information as appropriate.

Work Environment:

- Noise – Moderate (example: business office with computers and printers, light traffic)
- Ability to work at times within stressful and confidential situations.
- Working with the public can cause exposure to unpredictable smells in example: perfume, smoke, body odor.

Physical Demands:

- Standing – Approximately less than 1/3 of on-the-job time.
- Walking – Approximately less than 1/3 of on-the-job time.
- Sitting – Approximately greater than 2/3 of on-the-job time.
- Use of hands to finger, handle or feel – Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms – Approximately less than 1/3 of on-the-job time.
- Stoop, kneel, crouch, or crawl – Approximately less than 1/3 of on-the-job time.
- Weight lifted/force exerted – Occasionally requires lifting objects up to 25 pounds.
- Vision – Most tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals.
- Talking or hearing – Approximately greater than 2/3 of on-the-job time.

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Certificates, Licenses, Registrations:

- Preferably licensed as a Certified Public Accountant.

Supplemental Information:

- Knowledge of overall function of the County Treasurer's office and county government a plus. Ability to handle confidential information and deal with a variety of persons, some who are in emotionally stressful situations.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.