

ASSISTANT DIRECTOR OF FINANCE – TREASURER-TAX COLLECTOR

DEFINITION

Under general supervision of the Finance Director, to assist in the planning, organizing, and directing of the accounting, budgetary control, financial reporting activities, tax collection, and treasury functions of the Treasurer/ Tax-Collector division of the Finance Department.

DISTINGUISHING CHARACTERISTICS

This is a senior position and reports directly to the Director of Finance. The incumbent is responsible for managing the Treasurer/ Tax-Collector division of the Finance Department. This Division includes the Treasurer, Tax-Collector, and Investment functions. This is a non-represented position.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Finance; exercises functional and technical supervision over staff in the Treasurer/ Tax-Collector division.

ESSENTIAL JOB FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended to be a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. The Incumbent may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks, as well as other marginal tasks.

Oversees the daily functions of the Treasurer/ Tax-Collector's office, ensuring effective and efficient office operations and compliance with all applicable federal, state, and local laws, codes, and regulations related to County fiscal operations.

Plans, develops, and evaluates division's goals, objectives, policies, and procedures; interprets laws and regulations; develops systems and standards for program evaluation; assures the Treasurer/ Tax-Collector division's activities follow all applicable laws, policies, and regulations.

Directs the Treasurer/ Tax-Collector division's operations; evaluates issues and recommends solutions; prioritizes and assigns projects; identifies and communicates strategies, goals, and objectives.

Assures the accuracy and quality of the Treasurer/ Tax-Collector division's work products.

Consults with and assists the Director of Finance in the planning, coordinating, and administration of the Treasurer/ Tax-Collector division.

Plans and directs the cash flow requirements for the investment program of liquid assets.

Manages the County's investment portfolio.

Manages the County's unclaimed property.

Conducts property tax auctions as needed and oversees the collection of all delinquent property taxes.

Supervises the disbursements and investment of all monies and securities, including tax revenues and funds from other governmental agencies.

Interprets departmental and County policies and procedures to subordinates, other County departments, and the public.

Coordinates the performance of the functions of the Treasurer-Tax-Collector with the Assistant Director of Finance – Auditor-Controller in the absence of the Director of Finance.

Consults with and assists subordinates and superiors regarding organizational, administrative, personnel, and technical problems as they arise.

Consults with the Director of Finance about the selection, training, and evaluation of staff.

Assists the Director of Finance with Departmental hiring decisions.

Represents the County in various meetings and functions.

Prepares departmental ordinances and resolutions, or other items for Board approval.

Assists, as needed, with the completion of the annual financial and single audits.

Operate a cash register, collect property taxes, departmental deposits, and investment pool participant deposits.

Performs routine office work as required, including but not limited to answering telephones, typing reports and correspondence, entering data into the computer, generating reports, copying, and filling documents, etc.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state, and local laws, codes and regulations.

Principles and practices of organization, administration, and personnel management.

Principles of supervision, training, and performance evaluation.

Principles and practices of government budgeting.

Principles and practices of accounting, auditing, investment management and public finance.

Principles and application of data processing systems.

California tax code, California Tax Collectors' Reference Manual and applicable State and Federal regulations.

County Treasury functions.

Generally accepted accounting principles related to the public sector financial administration.

Principles and methods of statistical analysis.

Modern office procedures, methods, and technology.

English usage, spelling, grammar, and punctuation.

Skills to:

Read, understand, interpret, and apply accounting standards and procedures, applicable to Federal accounting rules and regulations and other pertinent federal, state, and local laws, rules and regulations.

Make sound, educated decisions, and work independently with limited supervision.

Effectively plan, organize, staff, coordinate and direct a variety of financial activities.

Supervise, train, and evaluate staff.

Analyze complex financial and accounting records and reports.

Prepare detailed financial reports.

Oversee County-wide accounting systems and operations.

Make sound, educated decisions, and work independently with limited supervision.

Perform accounting and mathematical calculations with speed and accuracy; perform accurate statistical analyses.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

MINIMUM REQUIREMENTS

Any combination of experience and education/training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in accounting, banking, investment management and/or taxation, including two years of administrative and supervisory responsibility.

Education/Training:

Bachelor's degree from an accredited college or university with major course work in business administration, public administration, economics, finance, accounting, or a related field, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.

DESIRABLE QUALIFICATIONS

Possession of a valid certificate issued by the California State Board of Accountancy under Chapter 1 showing the person to be, and a permit authorizing the person to practice as, a certified public accountant or as a public account is desirable.

Possession of a valid charter issued by the Institute of Chartered Financial Analysts showing the person to be designated a Chartered Financial Analyst is desirable.

Master's degree from an accredited college or university with major course work in business administration, public administration, economics, finance, accounting, or a related field is desirable.

Recent government administrative experience in banking or investment management is highly desirable but not required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file

information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

WORKING CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.