

CLASS SPECIFICATION



CLASS: Treasury and Tax Manager
ALLOCATION: Treasurer-Tax Collector's Office
FLSA STATUS: Exempt
UNION AFFILIATION: Non-Represented

ESTABLISHED: November 2022

JOB SUMMARY:

Under general direction, plans, organizes, directs and coordinates the day-to-day operations of the Treasurer and Tax Collector's Office including determining daily cash flow needs, ensuring compliance with property tax deadlines, and reviewing and reconciling various routine to complex financial transactions; provides administrative support for the office such as payroll, staff scheduling, and the development and implementation of policies and procedures; and performs other duties as assigned.

CLASS CHARACTERISTICS:

The Treasury and Tax Manager is a professional level mid-management classification that reports to the Treasurer – Tax Collector. The incumbent assists the Department Head in planning, supervising, and implementing specialized accounting and financial activities related to the maintenance of the County's treasury and receipt and processing of property tax payments. The Treasury and Tax Manager independently administers assigned accounting, financial and administrative services operations; demonstrates independent judgment in selecting methods and techniques for obtaining solutions; and serves as a professional-level resource for accounting, financial, and budgetary activities. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned services and programs. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements, and the methodology used in arriving at the end results are not reviewed in detail.

EXAMPLES OF DUTIES:

Essential:

- Manage, direct and review the daily operations of the Treasurer and Tax Collector's Office; assign and review work activities of staff, ensuring compliance with statutorily required property tax deadlines.
- Complete banking duties, including running reports, ensuring correct balancing, and researching and reconciling discrepancies in transactions.
- Oversee the input and reporting into the County's financial system; set up and maintains funds; perform monthly balancing and closing, provides activity reports, and serve as a technical resource to school districts, special districts, and various County departments.
- Maintain and ensure the accuracy of deposits and property tax payments; researches, identifies and resolves discrepancies.
- Verify chart of accounts eligible for and performs interest apportionment.
- Actively participate with the Auditor's Office in the annual rollover for the property tax software ensuring that historical records are created and maintained.
- Work with the Auditor's Office to complete the Treasurer and Tax Collector's portion of the unsecured and secured extension process in order to prepare tax billings.
- Oversee posting of receipts, disbursements and related financial transactions to general ledger; prepare, update and present regularly scheduled and ad hoc financial reports and records.
- Review, assess, validate and reconcile accounts; check accuracy and completeness; work with financial institutions regarding questions, concerns, discrepancies and other related issues.
- Prepare revenue and expenditure projections for the Treasurer and Tax Collector; monitor revenue and expenditures for programs and services.
- Administer the tax sale/excess proceeds process on behalf of the County; ensure appropriate notification as required by statute; calculate excess proceed/tax losses; carry out statutorily required reporting and noticing.
- Participates in the budget process; forecasts spending for supplies and equipment; tracks expenses; and compiles data for budget preparation and presentation.
- Maintain current knowledge of California Revenue and Taxation Code, Government Code, Probate Code and other County and State rules and regulations.
- Plan, supervise, and participate in administrative services for the department, which may include payroll,

recruitment, and office management.

- Assist in the development and implementation of department goals and objectives; establish schedules and methods for assigned administrative services functions;
- Plan, prioritize, assign, supervise, and review the work of assigned accounting clerical and technical staff; provide and/or coordinate staff training; provide proactive and informational performance feedback to employees on an on-going basis; conduct performance evaluations in a timely and effective manner; provide recommendations on hiring, demotion, and employee discipline.
- Analyze alternatives and makes recommendations regarding such matters as organizational structure, staffing, facilities, and productivity, and policy and procedure development and implementation.
- Research and prepare a variety of technical, statistical and narrative reports, correspondence and other written materials; prepares and submits reports to various regulatory agencies.
- Represent the department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Actively participate as a member of the department's management team including recommending, designing, and coordinating changes to departmental business practices related to budget administration, treasury and tax collection activities, and assigned administrative services programs/functions, in compliance with County-wide established processes, policies, and procedures and regulatory and legislative requirements.
- Maintain data, records, and documentation on manual and electronic information systems; analyze possible software applications to a variety of fiscal and administrative processes.
- Answer questions and provides information to the public; investigate complaints and recommend corrective action as necessary.
- Maintain awareness of and participates in external professional activities and resources to ensure a high level of professional standards are applied to service delivery within the assigned department/division.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.

EMPLOYMENT STANDARDS:

Knowledge of:

- Property tax roll and collection processes.
- Principles, procedures and practices of governmental record keeping including treasury functions.
- Methods for delinquent account collections.
- Tax apportionment practices and procedures and their application to County operations.
- Property tax rate calculation methods.
- Methods and techniques of analyzing, auditing, and recording property tax transactions.
- Principles and practices of budget development and monitoring.
- Applicable federal, state, and county laws, codes, rules, regulations, and standards and County and department policies and procedures related to property tax.
- Principles and practices of public administration, management analysis, supervision, personnel management, employee relations, modern information systems applications, and organizational development.
- Principles and practices of management necessary to plan, organize, assign, train, review and evaluate the staff and functions of the financial and administrative operations of assignment.
- Generally accepted accounting principles, governmental accounting standards, and other pertinent governmental accounting and reporting procedures.
- Methods, principles and practices of leadership, motivation, team building and conflict resolution.
- Modern office practices, methods, computer equipment, and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the County in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Skill in:

- Monitoring financial transactions, ensuring conformance with statutory requirements.
- Interpreting and applying provisions of Federal, State, legislations, rules and regulations pertinent to the administration of a public department.
- Preparing, reviewing and approving comprehensive analyses and reports, policies, procedures,

correspondence and other written materials.

- Planning, training, reviewing and evaluating the work of assigned staff, including setting and evaluating performance standards.
- Explaining, interpreting and applying County and department policies, procedures, rules and regulations.
- Maintaining accurate records and files and making accurate arithmetic and statistical calculations.

Ability to:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Effectively manage, train, develop and motivate subordinate staff.
- Plan, organize and evaluate the complex accounting and administrative operations of assignment, including assisting with developing and implementing goals, policies, procedures and work standards for treasury and tax collection functions.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Respond to and investigate inquiries and complaints and prepare an appropriate response.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, and other written material.
- Reason both deductively and inductively.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Establish and maintain effective working relationships in a diverse work force and community.
- Communicate clearly and concisely in both oral and written forms.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to drive a motor vehicle to attend various meetings.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- May be required to attend meetings outside the normal business hours.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation, which may include Live Scan fingerprinting and credit check prior to hire.
- May be required to file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Bachelor's Degree from an accredited college or university with major coursework in Accounting, Business Administration, Economics, Finance, Public Administration or a field related to the work and four years of progressively responsible professional experience in tax and accounting analysis which has included two years as a lead on a project or day-to-day basis. *Candidates with strong experience who lack the degree are encouraged to apply.*

PREFERRED: In addition to the minimum, additional years of experience as defined above in a public agency setting and supervisory or management experience in accounting or financial analysis.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Approval: Department Head
Date:

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____

EEOC: A
WC: 9410

Established: November 2022