

Staff Accountant / Property Tax Specialist

Grade 7

Position Summary:

The Property Tax Specialist / Staff Accountant is a full-time benefited position located in the Finance Department. Responsibilities include financial reporting, account analysis, banking relations, and daily operations of the department. Work requires the exercise of initiative, independent judgment, and discretion with responsibility for finality of action. Work is performed under general supervision of the Deputy Director of Finance and reviewed in a general manner on the basis of results obtained.

Job Functions:

Essential Job Functions:

- Oversees the real estate tax file, which includes coordinating the collection process, analyzing and reconciling taxes, making adjustments, initiating refunds, sending delinquent notices, reconciling with the County records, etc.
- Oversees the special assessment file which includes creating bills and reconciling reports on billings, payments and cancelations, preparing accounting reports, preparing the file for the tax roll, etc.
- Analyzes the Accounts Receivable general ledger, reconciles certain ledger accounts on a regular basis and prepares monthly reports.
- Assists in managing general ledger, including preparing journal entries and reconciling accounts.
- Maintains working relationship with City's financial institutions; follows up with bank on returned items, ACH transactions, check copies, stop payments and other items. Reviews monthly bank statements for unusual or nonrecurring items and follows up appropriately.
- Reviews investment statements and reconciles balances to the general ledger on a monthly basis. Prepares necessary journal entries to record investment income and accruals.
- Performs accounting for the golf course enterprise fund.
- Monitors automated independent subsystems (cash receipting, general ledger, internet) to assure data is accurate.

- Monitors the receipt of on-line payments and ensures that they are properly recorded in the general ledger. Follow up as appropriate on errors or unusual items.
- Compiles debt service payment information for City and reconciles and submits debt services payments to DTC.
- Coordinates and/or assists in financial projects.
- Assists in the preparation of the annual City Budget.
- Assists in the preparation of the Department of Revenue Annual Financial Report Form.
- Develops spreadsheet applications to meet audit requirements and management analysis.
- Responds to customer questions and complaints regarding property taxes, special assessments, general bills and other related items.
- Provides back-up/relief for the Customer Service Account Clerk I position.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.

Other Job Functions

- Prepares letters, reports, tables and other correspondence from copy or hand written materials, rough drafts, verbal instructions and independent composition.
- Acts as a back-up for a number of Finance Department functions.
- Other duties as assigned.

Requirements of Work

Bachelor's degree in Accounting or related field, three to five years accounting experience preferably in municipal government, or equivalent combination of education, experience and training which provides the following knowledge, abilities and skills:

- Thorough knowledge of City and State property tax collection regulations, policies and procedures.
- Thorough knowledge of City and State special assessment regulations, policies and procedures.

- Ability to make minor decisions in accordance with laws, policies and regulations and to apply these to work problems.
- Thorough knowledge of cash handling, receipting and reconciling procedures.
- Proficient in Microsoft Excel, Microsoft Word and Accounting software programs.
- Ability to work independently with a high degree of initiative and self-motivation requiring planning, scheduling, coordination of tasks/resources and problem solving.
- Ability to work accurately under pressure and meet deadlines.
- Ability to establish and maintain effective working relationships with other employees and the public and to deal with public relations problems courteously and tactfully.
- Knowledge of principles and practices of accounting, budgeting and finance in municipalities, governmental accounting standards and generally accepted accounting principles.
- Ability to stay focused on work assignments while being interrupted to answer telephone calls and assist with walk-in customers.
- Ability to maintain financial records and accounts.
- Ability to prepare financial reports.
- Ability to assist in various aspects of budget preparation.
- Ability to communicate effectively, orally and in writing with people at various levels both within and outside the organization.
- Ability to maintain confidentiality of sensitive materials, records and conversations.
- Ability to sustain prolonged visual concentration.
- Ability to stand or sit for prolonged periods of time.
- Ability to work at a computer for sustained periods of time.
- Ability to bend, reach and lift up to 25 pounds.