

Washington County

Deputy II Bookkeeper

Job Description

Exempt: No
Department: Tax Collector
Reports To: Head Bookkeeper
Location: County Offices
Date Prepared: August 02, 2012
Date Reviewed: July 2014

GENERAL DESCRIPTION OF POSITION

Bookkeeping is an essential part of Washington County Tax Collection and the Deputy II Bookkeeper is responsible assisting the Head bookkeeper with the County's accountability as it relates to tax revenue. Responsible for preparing itemized disbursements of all county, city and school district revenue for the County Treasurer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Daily balance of receipts and bank deposits and supervision of counting and making deposits of cash, checks and credit cards. This duty is performed about 20% of the time.
2. Verify all money in cash drawers against receipts for 6 clerks and 2 satellite offices. This duty is performed about 10% of the time.
3. Enter cash, check, credit card payments into daily balance sheet. This duty is performed about 5% of the time.
4. Research refunds on overpayments. This duty is performed about 5% of the time.
5. Maintain all receipts that have check stubs (current and delinquent). This duty is performed about 5% of the time.
6. Balancing credit card payments made online. This duty is performed about 3% of the time.
7. Post all delinquent real estate. This duty is performed about 6% of the time.
8. Check all deposits for Bank. This duty is performed about 10% of the time.
9. File and maintain all Assessor credit/charges. This duty is performed about 5% of the time.
10. Aid in mid year trial balance. This duty is performed about 2% of the time.
11. Aid with phones during lunch breaks. This duty is performed about 2% of the time.
12. Track all receipt numbers for current and delinquent taxes. This duty is performed about 5% of the time.
13. Work all insufficient checks returned from bank. This duty is performed about 2% of the time.

14. Run credit card reports from CounterPass for each clerk on a daily basis in order to balance daily work. This duty is performed about 2% of the time.
15. Deal with all taxpayers, mortgage companies and title companies on paid tax errors. This duty is performed about 2% of the time.
16. Maintain all daily balance sheets, settlements, and bank information for auditors in order to receive more efficient audits. This duty is performed about 2% of the time.
17. Responsible for matching daily Arvest deposits stubs for satellite office deposits. This duty is performed about 2% of the time.
18. Verify and balance credit card fees charged and deposited. This duty is performed about 2% of the time.
19. Help with training clerks for daily balances and assist with satellite office as needed. This duty is performed about 2% of the time.
20. Working and maintaining sufficient records of all insufficient checks returned from bank. This duty is performed about 2% of the time.
21. Balance credit card payments online. This duty is performed about 2% of the time.
22. Research refunds on overpayments. This duty is performed about 2% of the time.
23. Aid with constant cross training in the Bookkeeping Department. This duty is performed about 2% of the time.
24. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 19 to 23 months related experience and/or training. Or equivalent combination of education and experience.

COMMUNICATION SKILLS

Not indicated.

MATHEMATICAL SKILLS

Not indicated.

CRITICAL THINKING SKILLS

Not indicated.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: 10-Key, Alphanumeric Data Entry, Database, Spreadsheet

Basic: Accounting, Contact Management, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

SUPERVISORY RESPONSIBILITIES

No supervision.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for funds, building premises, inventory, or other property owned or leased by the organization and, in addition, may have temporary custody and responsibility of property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above range from \$10,000,000 to \$25,000,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or

patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to sit; frequently required to use hands to finger, handle, or feel, talk or hear; and occasionally required to walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; color vision; and ability to adjust focus.

ADDITIONAL INFORMATION

Important decisions or recommendations: Researching refunds and deciding how to distribute money to the appropriate parties; Investigating down longs and shorts on daily tax balances; Maintaining escrow accounts and tracking payments; Dealing with customers complaints and misplaced funds in a timely and professional manner; and Working with window clerks to insure the safe and accurate process of funds in order to balance all monies on a daily basis. Maintaining confidentiality with online banking passwords, names, addresses, and phone numbers of Washington County residents and employees. The ability to handle a multitude of tasks simultaneously. Able to perform accurately in order to be successful in job requirements. The ability to self start on a daily basis and make independent decisions. The ability to meet demanding deadlines and maintain accuracy to the highest level.