

Washington County

Head Bookkeeper

Job Description

Exempt: No
Department: Tax Collector
Reports To: Chief Deputy
Location: County Offices
Date Prepared: August 01, 2012
Date Reviewed: July 2014

GENERAL DESCRIPTION OF POSITION

The Head Bookkeeper is not only the internal accountant for the Collector's office but performs proper accounting for several offices such as the Treasurer and the Assessor. The Head Bookkeeper is responsible for the County's accountability pertaining to revenue collected in excess of \$164 million annually. This position is responsible for preparing itemized disbursements of all county, city and school district revenue for the treasurer and complete breakdown of refunds for the assessor. This position supervises the Deputy II Assistant Bookkeeper and the Deputy I Bookkeeper by providing daily assignments and ensuring that all bookkeeping functions are performed efficiently and in an accurate, timely, and professional manner. The Head Bookkeeper works closely with the satellite Offices to ensure efficient record keeping and accurate intake of revenue to be disbursed at the end of each month. This position must be extremely knowledgeable regarding legal aspects of governmental accounting and procedures. This position requires high detail oriented analytically thinking. The Head Bookkeeper is responsible for several deadlines that are crucial for all taxing entities. The bookkeeping department is audited annually by the Legislative Audit.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervising Daily balance of receipts and bank deposits. This duty is performed about 10% of the time.
2. Supervising all money in cash drawers against receipts for 6 clerks and 2 satellite offices. This duty is performed about 10% of the time.
3. Supervising credit card payments made at cashier windows. This duty is performed about 5% of the time.
4. Supervise and balance credit card fee's charge and deposited. This duty is performed about 5% of the time.
5. Supervising and/or training bookkeepers for weekly and monthly balances. This duty is performed about 5% of the time.
6. Working and maintaining sufficient records of all insufficient checks returned from bank. This duty is performed about 10% of the time.
7. Supervise the maintenance of statement of secured deposits from Bank of Fayetteville. This duty is performed about 5% of the time.

8. Maintain receipt journal for all bank transaction. This duty is performed about 5% of the time.
9. Each year set up & maintain collector and assessor commissions on current tax. This duty is performed about 5% of the time.
10. Prepare and file ACD and new ACD template for Assessment Coordination Department for school funding. This duty is performed about 3% of the time.
11. Issue affidavit for warrants of arrest for insufficient funds. This duty is performed about 3% of the time.
12. Perform weekly trail balances and run credit card reports from CounterPass for each clerk on a daily basis in order to balance daily work. This duty is performed about 4% of the time.
13. Set up millage rate on all worksheet and settlements for proper distribution and perform or supervise monthly settlements to treasurer for county, schools, and cities. This duty is performed about 4% of the time.
14. Supervise constant cross training in the bookkeeping department and perform mid year trial balance for all monies. This duty is performed about 4% of the time.
15. Supervise the distribution of state land sale money & maintain reports for final settlement and perform the bank reconciliation each month. This duty is performed about 4% of the time.
16. Balance & prepare yearly charge of all taxes books including personal, real & improvements to be filed with the county clerk and improvements districts. Balance & prepare the final settlement & close books out at the end of each year to file at County Clerk & have County Judge issue final distribution court orders. This duty is performed about 4% of the time.
17. Process report of Department of Education yearly, Update & maintain millage rate charts and Prepare end of month summary sheet. This duty is performed about 6% of the time.
18. Supervise all check scanning which balances daily checks & matches them to each receipt.
19. Calculate & prepare report of Amend 79 for each county, school & city tax entity three times a year. Also must file these report with County Treasurer. Maintain finance committee reports on current and delinquent taxes. Supervise, set up, and maintain special districts and improvement districts for monthly distribution.
20. Maintain daily updates with Arvest Bank on all refund checks. Update daily exceptions with bank in order for refunds to clear. Send letters to each taxpayer who's parcel number is being refunded to a mortgage company' or title company to insure the refunds are cashed in a timely manner & credited to the taxpayer.
21. Issue all refunds in apprentice system & balance on daily basis. Oversee the maintenance of Quickbooks as a second set of collection books in order to balance over \$162M. Maintain monthly Auditors proof of cash report for legislative auditors.
22. Issue court order refunds from the assessor office on previous years in order to maintain better record keeping of tax books. Deal with all tax payers, mortgage companies, & title companies on paid tax errors. Supervise & maintain all daily balance sheets, settlements, and bank information for auditors in order to receive more efficient audits.

23. Set up and Maintain extensive excel sheets for each clerk in order to balance in a more timely manner to ensure bank pickup on all deposits. Oversee 3 to 4 clerks in satellite offices on balancing and maintaining daily excel sheets recording all monies & credit card transactions. Transact with all schools who are balancing yearly kickback reports from state.

24. Verify & balance all assessor credit and charges for personal & real estate. Maintain millage on all distributions of Fayetteville TIF district breakdown.

25. Work closely with Assessor, Treasurer & Comptroller to accurately prepare final settlement for final distribution.

26. 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

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 5 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: 10-Key, Alphanumeric Data Entry, Spreadsheet, Word Processing/Typing
Basic: Accounting

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

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, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

SUPERVISORY RESPONSIBILITIES

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments: Not indicated.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans,

or actions.

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

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and occasional pushing, carrying, or lifting.

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.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, talk or hear; occasionally required to walk, reach with hands and arms. 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: Dealing with customers complaints and misplaced funds in a timely & professional manner; Finding money paid on wrong parcels or assessments & make corrections; Training bookkeepers to perform all task in the bookkeeping department; Working with window clerks to insure the safe & accurate process of funds in order to balance all monies on a daily basis; Working with mortgage company's to find erroneous payments & make required corrections; Making sure all money is accurately collected and disbursed to the proper entities for county, school & City; Deciding who should be prosecuted for insufficient funds; and Interpreting financial data provided by banking institutions in order to distribute funds based on Arkansas state laws. Maintaining confidentiality on Safe combination numbers, names, addresses, and phone numbers of Washington County residents and employees.

Special training and/or abilities: Must be knowledgeable of laws concerning governing public funds & willing to attend on-going training classes; The ability to handle multitude of tasks simultaneously; Good organizational skills in order to find document ion or numbers in a timely manner and keep collector accountable for over \$162M; Able to perform accurately in order to be successful in job requirement; The ability to meet demanding deadlines and maintain accuracy to the highest level; and The ability to self start on a daily basis & make independent decisions.