

FORD COUNTY
TREASURER/COLLECTORS OFFICE

POSITION: FULL-TIME CHIEF DEPUTY/DEPUTY

SUMMARY: Performs highly responsible and confidential, secretarial duties and administrative functions for the Treasurer.

DUTIES AND RESPONSIBILITIES :

Ensure that the daily office routine runs smoothly and efficiently by the following:

- Greet tax payers and general public upon entering the office.
- Respond to phone calls, emails and general correspondence.
- Maintain office inventory.
- Receive and process outgoing mail daily.
- Maintain ongoing communication with the Treasurer.
- Prepare general office documents and mailings as needed.
- Perform duties of the Treasurer in her absence.

Perform county bookkeeping duties which include, but are not limited to:

- Receipt incoming revenue from county departments.
- Verify and record deposits in accounting software (LOCIS).
- Prepare and file monthly cash receipt reports.
- Prepare, submit and maintain files for salary reimbursements and stipends.
- Prepare and submit expenditure vouchers for office expenditures, indigent reimbursement requests and animal control.
- Record monthly activity for Ford County Public Health Department in accounting software (LOCIS).

Perform bookkeeping duties for drainage districts and 9-1-1 department which include, but are not limited to:

- Record and deposit receipts (Quickbooks).
- Process expenditure requests from drainage commissioners and/or 911 Coordinator.
- Monthly reconciliation of bank accounts.

- Forward investment/CD notifications to drainage commissioners and or 911 Coordinator.
- Prepare and distribute annual billings and reports for drainage and monthly reports for 9-1-1.
- Maintain all drainage and 9-1-1 files and assist auditor in annual audit.
- Continual communication with drainage commissioners and 911 Coordinator.

Perform duties for Ford County Animal Control department which include but are not limited to:

- Maintain records of all registered dogs in software program (ACCESS).
- Receipt and process all sales of tags through our office and the veterinarian clinics throughout the county.
- Process expenditure requests from animal control warden and/or administrator.
- Prepare and distribute monthly reminders to dog owners.
- Continual communication with animal control administrator, warden and veterinarian clinics.
- Maintain all animal control files and assist auditor in annual audit.

Perform duties during the tax collection cycle which include, but are not limited to:

- Collect cash tax payments in office; reconcile cash drawers daily.
- Verify and process tax payments received in computer system (CIC).
- Maintain mobile home files.
- Prepare miscellaneous correspondence for incorrectly paid tax bills.
- Approve certificate of errors at the request of the assessment office.
- Update assessment office of address changes.
- Assist in bulk mailings of tax bills, friendly reminders and tax sale notifications.
- Assist in preparation for annual tax sale.

QUALIFICATIONS AND SKILLS:

- High school diploma or GED. College experience preferred.
- 2+ years clerical experience preferred.
- Basic computer skills with knowledge of specific programs, including Quickbooks, MS Word, MS Excel and other Microsoft products preferred.
- Able to work independently.
- Friendly and professional demeanor.
- Exceptional written and verbal communication skills.