

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Accounting Technician III-Tax Collections
Department: Tax Collections
Revised : May 2020

Class : Paraprofessional
FLSA: Non-exempt

This job description supersedes any prior description for the Accounting Technician III-Tax Collections classification.

GENERAL DESCRIPTION

Under limited supervision, performs accounting and administrative work in the comprehensive collection of taxes. Ensures the accuracy and accountability of all revenues received, deposited, recorded, reconciled and reported. Assists Tax Collector with projects, and complies with N.C. General Statutes. Supervision is received from the Tax Collector. Employee receives little instruction on day-to-day work, and general instructions on new assignments. Work is also audited by external auditors annually.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Maintains complex general accounting books requiring the segregation of monies and expenditures into a number of accounts involving a combination of state, federal or county funds; reviews project expenditures to determine that expenditures are properly charged; and prepares necessary accounting and budget reports.

Prepares and balances specialized financial reports requiring the review of tax collection data and submits reports to Tax Collector and Finance. Sends out municipalities and fire district turnover reports.

Gathers and verifies monies collected from nine cashiers for the day and prepares deposit.

Ensures the accuracy and accountability for all revenue received, deposited, recorded, reconciled and reported by the department; prepares accounting and deposits for County Finance Department.

Consolidates daily receipts and reconciles to printed reports; forwards reports to Tax Collector; reviews collections reports, collection summaries, etc.

Prepares monthly and year-end reports of revenue collected; ensures other reports are completed and submitted to the Tax Collector and Finance; prepares reports and assists the Tax Collector with the year-end settlement.

Posts daily lockbox payments and mortgage company bulk payments; manages prepayments and post in a lockbox format.

Assists customers, attorneys, paralegals, and other persons with more complex inquires and requests for assistance.

Keys payables, maintains licenses, processes return checks, calculates prorations, estimates deferred taxes, keys tax rates, assists with budget preparations, prices and purchases supplies; backup for payroll and all aspects of the Debt Set Off program.

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OTHER JOB FUNCTIONS

Collects monies from the public as necessary.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of the application of established accounting principles, practices, and techniques to standardized accounting transactions.

Considerable knowledge of established governmental and departmental budgeting and bookkeeping practices and procedures.

Considerable knowledge of the NC Machinery Act, Fundamentals of Tax Collection and Assessing.

Ability to understand, interpret, and apply the laws and regulations governing the maintenance of financial records.

Ability to prepare fiscal reports and analyses of financial statements.

Ability to present information clearly and concisely in oral and written form.

Ability to maintain effective working relationships with the public and other employees.

Ability to supervise and instruct subordinate personnel in record keeping and other clerical work.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 10 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse environmental conditions or hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Associate's Degree from an accredited college or university in Accounting, Business Administration, or related field and two years of experience in bookkeeping or accounting clerical work; or graduation from high school including or supplemented by basic courses in bookkeeping or accounting and four years experience in bookkeeping or accounting clerical work; or equivalent combination of education and experience. Must obtain certification of Deputy Tax Collector with the State of NC and be sworn in as a Deputy Collector with Rowan County. Considerable knowledge of the NC Machinery Act, fundamentals of Tax Collection and Assessing preferred. A valid driver's license may be required dependent upon the department assigned to and the specific job responsibilities of the position.

This job description does not create an employment contract, implied or otherwise.