

Lac qui Parle County

Job Description

<u>Job Title:</u>	Deputy ATC – Accounting Support Specialist
<u>Department:</u>	County Auditor-Treasurer-Coordinator
<u>Reports to:</u>	Auditor-Treasurer-Coordinator
<u>Supervises:</u>	None
<u>Job Type:</u>	Full time/hourly; Union
<u>Hours/Days:</u>	35 hours per week; Monday-Friday. Work schedules (hours and days) and location are subject to change based on department needs.
<u>Summary:</u>	Under limited supervision, supports all staff and functions of the Auditor-Treasurer-Coordinator’s Office with an emphasis in accounting. This position provides critical support for other office staff in the areas of property tax administration, License Center, election administration, and disbursements.

Minimum Qualifications

- Post-secondary associate (2-year) degree in accounting, business, office administration, or related field OR High School Diploma/GED combined with 3 years’ experience in a related field.
- Valid Class D driver’s license and proof of auto insurance.
- Experience with the Microsoft Office software suite.
- Must submit to criminal/civil history background check at County expense prior to beginning employment*.

*(*not applicable to current employees transferring into this position)*

Equipment/Materials/Tools

This position will use the following equipment to perform the various duties: general office supplies, computer, printer, calculator, telephone, copy and fax machine, electric letter opener, numbering machine, document imaging equipment, document shredder, and postage machine.

Desirable Experience

- Bachelor’s degree in accounting, business, office administration, or related field.
- Prior experience in a public or private entity engaged in property records, taxation, assessment, governmental licensing, elections, real estate, accounting, finance, or related field.
- Experience using software related to accounting, taxation, assessment, GIS, or licensing.

- Proficiency with the Microsoft Office software suite.
- Experience interpreting and applying statutes, laws, and/or regulations.

Essential Job Functions

A. Property Tax Administration Support

- Assist other office staff with all facets of the property tax administration process.
- Process real estate tax remittances into the Receipt and Property Tax systems.
- Works with the public at the counter, over the phone, and through mail and e-mail correspondence. Provide property descriptions and tax information to customers.
- PILT Settlement – Perform tasks related to the collection of PILT (Payment in Lieu of Tax) and redistribution of payments made to the County from federal, state, and local agencies. These tasks include, but are not limited to:
 - Review receipts of funds related to PILT and ensure that funds are property allocated.
 - Perform complex calculations and gather necessary data to accurately calculate apportionment of PILT receipts to subsidiary local government entities; coordinate distribution of payments to local government entities; ensure that settlement is in compliance with County procedures and Federal and State requirements.
 - Prepare disbursements to individual fund recipients.
 - Prepare informational reports for fund recipients and the County Board.
- Property Tax Settlement – Perform tasks related to the apportionment of property tax collections to subsidiary local government and special taxing authorities. These tasks include, but are not limited to:
 - Balancing reported figures amongst the property tax, receipt, and accounting software packages.
 - Calculate apportionment of tax receipts to local taxing authorities and process disbursements.
 - Complete reporting to various local and state agencies.

B. General Accounting Support

- Treasury Duties
 - Cash Management – assist other staff to monitor individual bank accounts held at depository institutions utilized by the County; ensure that available cash balances in draw accounts are sufficient to cover payments, withdrawals, debits, and transfers.
 - Perform monthly bank statements reconciliations.
 - Reconcile, prepare, compile, and submit receipts of County funds – calculate, collect, and record with accuracy all incoming county revenues in the forms of cash, checks, credit/debit cards, wire transfers, and ACH remittances.

- Daily cash reconciliations and deposits – assist Chief Deputy to reconcile cash to all receipts and tax remittance and prepare daily and timely bank deposits.
- General Ledger Duties
 - Assist with preparation of monthly ledger and trial balance of accounts to show receipts and disbursements and balance of accounts
 - Assist with reconciliation of IFS accounting system with the Treasurer’s receipt system and Quickbooks cash management system including balancing of IFS trial balances.

C. License Center Support:

- Support tasks related to the Deputy Registrar, Driver’s License Agent, and DNR Registration Agent (snowmobile, boat, and ATV) functions of the department.
- Must be able to carry out all functions of License Center in the absence of other staff.
- Perform and assist with the activities and tasks to assist customers - evaluate, prepare, and process forms; register, title, and transfer vehicles; issue licenses, license plates, permits, decals and tabs; collect taxes and fees; prepare documents and reports of motor vehicle and recreational vehicle licenses, driver’s licenses and DNR licenses; performing necessary calculations and coding.
- Examine documents for compliance with regulations – regarding authenticity, completeness, and consistency; determine if documentation provided is fraudulent.
- Audit, lead, process, and coordinate processes for submission of daily, weekly, monthly, and yearly required reports – including submission of timely daily deposit in the State depository.
- Perform and assist with processes for cash management – cashiering duties including acceptance of mail and in-person payments; record receipts in proper accounts; daily reconciling of cash register; maintain office change fund for cash drawers, including daily balancing.
- Perform and assist with processes to manage inventory – order and maintain inventory of plates, stickers, and necessary forms; ensure safe-keeping of inventory; monthly and yearly inventory for State reports.
- Assist with maintenance of low error rating from the State to ensure Deputy Registrar registration designation within the County.

Secondary Job Functions

A. Delinquent Property Taxes and Property Tax Forfeiture Administration

- Support other staff with tasks related to delinquent tax and tax forfeiture process in compliance with state statutes.
- Delinquent Tax Administration
 - Process and mail delinquent property tax notices.

- Prepare delinquent tax lists for filing with Court Administrator for entry of judgment and maintaining current list for legal publication.
- Arrange for proper publication of delinquent property tax list.
- Calculate penalty and interest on delinquent taxes per requests from the public.
- Property Tax Forfeiture Administration
 - Prepare property tax forfeiture listing; arrange for publication and public posting.
 - Ensure proper notification to affected property owners via certified mail and Sheriff service of notice.
 - Prepare necessary Board resolutions and obtain necessary authorizations from State of MN.
 - Maintain current list of tax forfeited property available for sale to the public.
 - Schedule, advertise, and notify appropriate stakeholders for property tax forfeiture auction.
 - Tabulate all appropriate fees and charges for property tax forfeiture sales.
 - Prepare auditor certificate of sale for issuance of a state deed and arrange for recording of state deeds.
- Confession of Judgment Administration
 - Calculate payment schedules and monitor payment status for proposed and active COJ's.
 - Monitor COJ defaults and move affected parcels to forfeiture status as necessary.

B. County Board Clerk Duties

- Assist Auditor-Treasurer-Coordinator with duties related to management of the County Board of Commissioners.
- Attend Board meetings and draft official meeting minutes.
- In the absence of the ATC, conduct pre-meeting organization including preparation and distribution of the agenda and related documentation.

C. Disbursements Duties

- Support all department functions relating to disbursements – perform and assist the activities and tasks associated with all disbursements of County funds, including printing checks, preparing claim forms, obtaining appropriate Department Head/Supervisor approval, selection of accounting codes, and mailing of checks; ensure that adequate inventory of check stock, envelopes, and postage are available for disbursements; prepare warrant registers for County Board and ATC approval; review disbursement data submitted by other county staff for correctness, completeness, and propriety.
- Maintain all disbursement records – accept, organize, and file disbursement data including warrant registers, invoices, good claim forms, and purchase orders;

monitor retention of necessary documents to ensure compliance with County policy and state requirements.

- Sales tax reporting – monitor disbursements for which the County is subject to sales tax payable to the State; process, review, and submit monthly sales tax reporting to the State, including gathering applicable data from other county departments.
- Audit claims for payment - audit all daily, weekly, and monthly claims requesting County payment; investigate bills/invoices as necessary to determine propriety and report accordingly to the ATC; ensure that appropriations and large requests for payment are within budget and/or properly authorized prior to disbursement of County funds.
- Correctly flag disbursements as payable at year-end through consistent and accurate application of accounting principles and department policy.

D. Election Administration Duties

- Support all elections administration duties of the office.
- Absentee and Mail Ballot administration – distribute, accept, verify, and process absentee voting applications.
- Election judge training - assist ATC to prepare and present election judge training sessions.
- Assist with delivery and return of precinct election materials - including supply boxes, rosters and other equipment. Compile election reporting statistics submitted by local precincts. Assist election judges with questions and problems.
- Election equipment management – troubleshoot machine failures; coordinate follow-up machine repairs with equipment vendor as necessary; conduct pre-election and post-election public testing procedures per State requirements.
- Support election candidate filing procedures.
- Ensure safe keeping and chain of custody for all election materials.
- Assist local precincts in administration of special/standalone elections as necessary.

Other Job Functions

A. Mortgage/Deed/Transfer Processing

- Provide support for tasks associated with processing of mortgages, deeds, conveyances, land transfers, property splits, and all sales of land in the County.
- Analyze and accept/reject legal documents.
- Performs technical duties, including deciphering and interpreting legal descriptions and ownership of real estate; transfers taxpayer ownership; maintains ownership record on parcels.
- Certifies to no delinquent property taxes; calculates and collects mortgage registration tax and state deed tax.

- Determines when legal descriptions contain a split of the parcel description; reviews for accuracy, processes and accepts certificates or real estate value (CRV) for the MN Department of Revenue.

B. Other Licenses

- Provide backup support to the PR&E Specialist with department functions relating to Other Licenses – including Alcohol (Liquor and Beer), Auctioneer, Gambling, Transient Merchant, and Tobacco License Duties.
- Performs and assists with the activities and tasks of issuing other licenses including annual renewal notification of past licensees.
- Prepare, compile, and submit reports requested by the State and order supplies and necessary forms.
- Communicate, correspond, and follow-up with licensee, Countryside Public Health, County Sheriff, or County Attorney regarding the collection of payments on fines for failed compliance checks.
- Advise licensees, the ATC, the public, and other agencies regarding the interpretation and application of current licensing rules, regulations, and ordinances.

B. Customer Service Administration Duties

- Answers telephone and counter customer inquiries related to the various functions of the office.
- Responds to internal and external inquiries and requests for information.
- Maintains compliance with retention schedule for safekeeping of permanent and disposing of non-permanent records of the office, in accordance with local, state and federal laws.
- Maintains compliance with data provided to the public or others in the County conforms to the Data Practices Act, County ordinances, department policy or state and federal law.
- Maintains communication with various federal, state, and county agencies and departments.

C. Other Duties of a Similar Nature or Level

- Provides Notary services to the public.
- May attend day, evening and/or overnight events (such as hearings, meetings, trainings and/or conferences) representing the department and the County.
- Prepare correspondences, reports, agendas and proceedings as assigned or apparent.
- Overtime may be required and will be at the discretion of the Department Head.
- Extensive reading and research may be required.
- Maintains a neat and orderly work area.
- Maintains a pleasant, positive and professional working relationship with all County employees.

- Employee is responsible for maintaining a safe environment for self and others and is accountable for such as described in the County AWAIR Program Policy.
- Regular and punctual attendance is essential to the maintenance of a smooth and consistent workflow of these employees' responsibilities and the functions of the department as a whole.
- Other such duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.