



POSITION OPENING

POSTING DATE:	August 30, 2018
DEPARTMENT:	Treasurer
POSITION TITLE:	Accounting Technician II
HOURS:	Full-Time (37.50 Hrs/Wk)
FLSA:	Non-Exempt
AFFILIATION:	Union-Teamsters-Unit B
GRADE:	12
WAGE:	\$16.08 - \$20.10 per hour
APPLICATION DEADLINE:	September 12, 2018

Interested candidates should submit a resume and a County Employment application to:

Mary Burress, Tazewell County Treasurer
11 S. 4th Street
McKenzie Building Suite 308
Pekin, IL 61554

The Tazewell County Employment application and job description can be found on the Tazewell County website at: <http://www.tazewell.com/> at the under "How Do I.. Apply for a Job?."

Tazewell County is an Equal Opportunity Employer

**Tazewell County Treasurer's Office
Job Description**

Job Title: Accounting Technician II
Department: Treasurer
Reports To: County Treasurer and Chief Deputy Treasurer
Status: Non Exempt/Union
Grade Range: 12
Prepared Date: 05/27/2014

SUMMARY: Directly assist the Deputy Collector in collections, depositing, re-mote depositing, and distribution of the very fast pace Property Tax Collection. Collecting over \$196 million dollars for 2013/14 yr. The direct assistant to collecting, depositing, re-mote depositing and distribution of mobile home taxes. Collecting over \$100 thousand dollars for 2013/14 yr. These collection figures are in conjunction to the county's \$2.8 billion dollar assessment values. Performing responsible accounting duties, routine administrative functions for the head of a department or high level administrator, along with clerical duties.

Cross-training with the financial/ accounting department, by reconciling bank statements, depositing, and preparing audit letters.

JOB RELATIONSHIP: Reports to the Chief Deputy Treasurer. In addition to the incumbent's daily job duties, receives and accepts work assignments from the Chief Deputy Treasurer and Chief Accounting Officer. Cross trained in and works with the job responsibilities of the Deputy Collector with Real Estate and Mobile Home taxes. Assists those individuals on assignments when needed.

PRIMARY DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned to meet business needs.

Assists with managing the collection and disbursement of all real estate, mobile home and drainage district taxes.

Working closely with the Supervisor of Assessment Office on Certificate of Errors and County Clerk's Office on tax redemptions.

Administers deposits either remotely or manually for daily real estate tax payments.

Prepares and balances credit card e-pay via internet payments

Cross-trains and serves as office cashier on a rotation basis and is responsible for balancing cash draw at end of each business day.

Initiates all journal entries relating to the collection of taxes in the BUCS accounting system.

Assists in processing all sales in error and certificates of errors and maintains all lending codes all lending codes.

Maintains strong working relationships with all customers and vendors including tax payers, realtors, title companies, and attorneys in person or on the phone.

Reconciles monthly bank statements and daily audit reports.

Assists with maintaining records of all senior citizens tax deferrals and bankruptcies in escrow accounts and duplicate tax payments.

Assists with tax sales, Tazewell County Trustees, and tax buyers regarding subsequent taxes, tax certificates, and property auctions.

Assists and is accountable for the disbursement of tax dollars to the taxing districts and in closing of the collector's books at year end.

Assists in depositing and bank reconciliation for the Chief Accounting Manager.

Prepares all confirmations for external auditors.

Trains and serves as backup to internal County mail carrier and mail services.

SUPERVISORY RESPONSIBILITIES: None. May assist and train part-time employees during tax collection while performing routine clerical tasks.

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

EDUCATION and /or EXPERIENCE: High school diploma or general education degree (GED) with two years of responsible office experience or equivalent combination of education and experience. Accounting Certificate and or courses preferred. Credited courses from Il Department of Revenue. Need skills to make and verify computations with accuracy, to compile statistical data and prepare routine reports. Skill in the operation of an on-line computer terminal and personal computer spreadsheet software.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, divide, determine percentages, and calculate interest. Compute tax amount using tax rate to the assessments.

TECHNICAL SKILLS: Experience in personal computers, keyboarding, spreadsheets, word processing, digital cameras, printers, typewriters, calculators, telephones, fax machines, digital copier, laminating machine and other office equipment.

CERTIFICATES, LICENSES, REGISTRATIONS: To have or acquire credited courses from the Illinois Department of Revenue along with the Illinois Property Assessment Institute. Accounting certificate or courses.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving tax payment data and financial data.

LANGUAGE SKILLS: Ability to accurately report and maintain records thorough knowledge of modern record management techniques with journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from employees and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; reach with hands and arm; and talk; or hear. The employee is occasionally required to use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. The noise level in the work environment is usually quiet.

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

