

Accountant/Bookkeeper Wanted

Marion County Treasurer is seeking someone who has accounting/bookkeeping and customer service experience. Duties will include the recording of cash receipts, disbursements, and daily balancing; preparing daily deposits; reconciling monthly bank statements, making payments to state entities; maintaining the county's investments file; and preparing disbursements and checks.

This is a busy position in a high-traffic office and requires the ability to prioritize and multi-task.

Applications may be picked up in the treasurer's office or can be mailed upon request.

Marion County Treasurer
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EOE

DEPUTY COUNTY TREASURER

Rev 07-13

Department: Treasurer's Office
Reports To: County Treasurer

Position Summary

Under the supervision of the County Treasurer, the Deputy County Treasurer is a non-exempt position under the FLSA that is responsible for keeping accurate records of all accounting transactions and overall financial results of the operations of Marion County. The main duties of this position are recording revenues and disbursements, preparing distributions for taxes, and disbursing funds. An employee in this position may supervise accounting operations and systems, and is responsible for the operation of the County Treasurer's Office in the absence of the county treasurer.

Essential Functions

- * Records cash receipts and disbursements and balances transactions daily;
- * Assists with administration of the Tax Escrow Plan;
- * Prepares checks and cash for bank deposits, and takes deposits to the bank(s);
- * Balances tax payments received to computer reports;
- * Prepares disbursements and checks to the state, schools, cities and townships;
- * Keeps updated spreadsheet on all county investments;
- * Directs customers to correct department via phone or in person;
- * Assists taxpayers, banks, real estate personnel, title companies, attorneys and other interested parties by researching the tax status of property, providing the name on the tax roll, taxes paid or due, and amount required for payoff;
- * Reconciles monthly bank statements;
- * Handles insufficient funds checks;
- * Answers courthouse statewide 800 number;
- * Cross-trained on all treasurer office and vehicle registration functions.
- * Processes tax payments
- * Renews vehicle tags and taxes
- * Processes vehicle refunds
- * Actively renews driver's license and issues new out of state drivers licenses on daily basis
- * Has the knowledge to file bankruptcies
- * Keeps monthly CD's updated and filed
- * Handles employee tax holding payments and receipting

Marginal Functions

- * Takes care of postage machine and any related postage machine problems;
- * Other related duties as deemed necessary or as assigned.

Deputy County Treasurer

Minimum Position Requirements

Experience: More than three years of accounting experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one year in the position.

Education: Bachelor's or Associate's degree, preferably in accounting with experience required, or equivalent combination of experience and training. Fraud training required every 2 years; must pass training in order to issue driver's licenses and i.d.'s.

Skills: Employee must have knowledge of computer operations and a thorough knowledge of accounting principles and practices, office procedures, and related software programs. Employee must have the ability to gather, interpret and analyze records and data and present data in report form. Employee must have the ability to learn and comprehend real estate legal descriptions and instruments of conveyance. Mathematical aptitude, the ability to balance funds and cash, and legible handwriting are required. Employee must have the ability to receive, interpret and follow instructions. Excellent interpersonal and communication skills are required. Employee must have the ability to operate a typewriter, calculator, computer, postage machine, scanner, fax, and other related office equipment. Good telephone skills for answering and directing Watt's line calls to all County departments are required. Employee must have a valid driver's license.

Problem Solving: Problem solving exists in this position. Problems include correcting errors in taxes; balancing out the day's business; handling taxpayer complaints and inquiries; balancing tax receipts with amount collected as shown on record; computer, printer, and postage machine malfunctions.

Decision Making: Decision making exists in this position. Decisions include deciding the best way to simplify accounting forms and procedures, error correction, and making decisions whenever the Treasurer is absent.

Accountability: Directly responsible for revenues collected by this department and other departments that are forwarded to Treasurer's Office. Employee does not have budgetary control over the department but can participate in the annual budget process. Employee must be bondable. Must be able to clear fingerprint and background check to issue driver's licenses and i.d.'s.

Supervision: Limited supervision is provided by the County Treasurer and job related decisions are reviewed by the County Treasurer. Employee has supervisory responsibility over subordinate personnel in the absence of the County Treasurer.

Personal Relations: Frequent contact with other county departments and the general public.

Working conditions: No adverse weather working conditions exist in this position; however, there is a continuous possibility of being in a threatening situation with irrational customers.

Physical Requirements: Work is sedentary in nature and is performed at a desk or counter the majority of the time. Employee must have the ability to travel to out-of-town sites for training, schooling, and meetings. The employee must have the ability to express or exchange ideas by means of communication and convey detailed or important instructions to other workers and the general public. Picking, punching, typing or otherwise working primarily with fingers is used rather than the whole hand or arm as in handling. Employee must have the ability to enter large volumes of data into the computer, be able to lift large/heavy books and climb a ladder. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.