

Oconto County - Job Description

Job Title: Administrative Assistant-Treasurer
Position #: 10403
Department: Treasurer
Reports To: Treasurer
FLSA Status: Nonexempt
Pay Classification: Grade F
Work Comp Code: 8810
EEO Code: 01-06
Approved Date: May 2022

POSITION PURPOSE:

Reporting to the County Treasurer, the Administrative Assistant performs accounting responsibilities for the Treasurer's office and performs various clerical duties including answering telephones, serving customers providing information, and maintaining records, etc.

KEY RESPONSIBILITIES:

The following duties are most critical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Serves as receptionist, answers the telephone, greets the public, directs and assists customers, provides information and makes referrals to various agencies/services when appropriate.
- Processes and distributes mail following standard procedures, including the operation of equipment, disbursement of general and payroll checks to various departments.
- Corresponds with various county, state and municipal offices and professionals to obtain and provide necessary information.
- Receipts current and delinquent Real Estate Payments. Maintains the General Ledger Property Tax Accounts, which includes daily balancing, preparing necessary journals and vouchers. Assists with the tax settlement and In-Rem Foreclosure processes.
- Processes daily receipting of departmental monies thru BSA financial software. Balances the cash drawer, receipts, journal entries, and real estate tax payments daily. Maintains Treasurer's petty cash account. Assists departments on the cash receipting process. Responsible for posting department receipts to the correct budget year. Processes receipts on incoming ACH deposits for departments on a daily basis.
- Compiles and tabulates monthly, quarterly and annual reports for several county, municipal, and state agencies.
- Orders, approves payment and maintains the Treasurer's office supplies.
- Update the lottery credit database including sending out forms for removal or adding of lottery credits on primary resident parcels.
- Responsible for documenting automatic bank withdrawals received by departments.
- Educate and assist municipal town clerks and treasurers during the year with reports and tax collection processes.
- Responsible for importing muni tax collections into the tax software and reconciling batch totals for tax settlements.
- Complete, verify tax status, review legal description for accuracy and endorses the following documents:
 - a. Timber Cutting applications for Wisconsin Department of Natural Resources on "Intent to Cut Forest Products"

- b. Application for Land Division Forms
- c. Certified Survey Maps (CSM's) and Land Plats
- d. MFL (Managed Forest Lands) new entry report from the Dept. of Natural Resources.
- Update the department's communication tools including the website, brochures, forms, correspondence and documents.
- Responsible for maintaining and securing confidential vault records, daily opening and closing of the vault, and securing the cash drawer on a nightly basis. Enter paperwork into an electronic system either by data entry or scanning.
- Maintains copies of municipal treasurer's surety bond and verifies that the bond is in accordance to Statute 70.67.
- Performs other duties as assigned.

EDUCATION/CERTIFICATIONS/EXPERIENCE REQUIREMENTS:

- High School graduate or GED with proficiency in Word and Excel required.
- Preferred Associate degree in accounting or related field or three years progressively responsible experience in bookkeeping or accounting.
- Or any combination of education and experience that provides equivalent knowledge, skills and abilities.

REQUIRED OR PREFERRED SKILLS:

- Knowledge of and demonstrated ability to conform to goals, policies, and procedures of the Department as well as the Oconto County Employment Handbook, Financial Management policy and Internal Control procedures.
- Operates computer software such as Excel, Word, and Microsoft Outlook. Utilizes specialized computer programs such as BSA finance, GCS tax system, Landshark, GIS website, Internet, Dept of Revenue website – My Tax Account.
- Knowledge of accounting and bookkeeping procedures and business mathematics.
- Ability to add, subtract, multiply, divide and figure simple mathematical calculations.
- Ability to adopt accounting methods to variety of transactions and problems.
- Ability to work in detail with a high degree of accuracy and to solve accounting problems.
- Ability to maintain accurate and complete records, and prepare clear and comprehensive reports.
- Knowledge of departmental operations, pertinent laws, statutes, codes, regulations, and terminology.
- Ability to determine priorities, plan and organize work schedule to meet mandated deadlines.
- Ability to work semi-independently, make sound decisions, and use good judgment.
- Ability to establish and maintain effective working relationships with co-workers, other county, state and municipal agency employees, and the general public.
- Knowledge of business English, grammar, and spelling skills.
- Knowledge of general office equipment, computer, keyboard, scanner, printer, calculator, shredder, photocopier, typewriter, folding machine, etc.
- Ability to perform this job, the employee is frequently required to stand; move about; sit; use hands to finger, handle, or feel; climb or balance; and talk or hear and taste or smell. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.
- Ability to perform the duties of this job, the employee frequently works in areas with security measures in place. The employee occasionally works with persons of questionable character. The noise level in the work environment is usually moderate.

DISCLAIMER

The above statements are intended to describe the general nature of the job. They are not intended to be an exhaustive list of specific responsibilities, duties and skills required by personnel so classified.

Oconto County is an Equal Opportunity and Affirmative Action Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.