



"Let your opportunities grow with Tehama County!"

Property Tax Accountant I/II

JOB DESCRIPTION

ABOUT THE DEPARTMENT:

The goal of this department is to deliver the best possible service with the resources that are available, providing accurate and timely financial information to the Board of Supervisors, State of California, other county offices, special districts, and the citizens of Tehama County. The Auditor-Controller ensures that the county is reporting financial information to the public as required by the Governmental Accounting Standards Board.

DESCRIPTION:

Property Tax Accountant I: Entry-level

This position is responsible for applying specialized knowledge of accounting systems, program rules and regulations and state/federal reporting requirements, along with fundamental knowledge of accounting principles to facilitate fiscal control of subsidiary ledger/trust fund accounts and solve operational problems for a property tax program including apportionments, preparation of the tax roll, reports to the state of California, revenue analysis, trust fund accounting, and others as required. The incumbent exercises a high level of discretion in performing a wide range of routine accounting and record-keeping programs. Successful performance of the work requires knowledge of governmental accounting practices and procedures, fund accounting, and fiscal management.

Property Tax Accountant II: Journey-level

This classification is distinguished from the Property Tax Accountant I by the level of responsibility assumed, complexity of duties assigned and independence of action required. Incumbents exercise a high level of discretion and independent judgment in performing the full range of routine and complex functions associated with property tax changes. In addition, incumbents may be required to represent the Auditor at meetings or conferences and communicate with high level officials from outside agencies. Knowledge of, as well as the ability to research and interpret Government Code and Revenue Taxation Code, are necessary skills for this position. This classification has responsibility for providing training to less experienced staff and may provide lead direction to lower level staff as necessary.

EXAMPLE OF DUTIES:

Prepares standardized financial/statistical reports to County, State, or Federal agencies. | Provides responsible professional and technical analysis in the preparation of the tax rolls, including calculating schedules, setting factors, bond schedules and payments, annexations and subdivisions, board order changes, and prorating property ownership changes. | Reviews and verifies source documents to ensure proper coding and classifications, accurate accounting treatment, and compliance with provisions of contracts/program/legal requirements. | Researches and resolves a variety of difficult account problems. | Interprets a wide variety of complex policies, procedures, regulations, contracts, and agreements to determine their provisions and regularly applies them to unusual or difficult situations. | Troubleshoots automated accounting

system problems; identifies operator errors and/or equipment problems. | Develops and updates system codes, rate schedules, apportionment formulas, and accounting protocols. | Assists in the research and compilation of information needed to develop budgets, set rates, or allocate costs. | Receives and responds to inquiries and requests for assistance from other County departments and external agencies regarding property tax assessment. | Participates in operating an automated office and computerized financial and information system; identifies, develops, and implements new automated applications as needed. | Prepares a variety of financial and statistical reports including year-end reporting, budgetary, legal documents, and management analysis. | Interprets, explains, and applies general and governmental accounting/auditing principles, procedures, laws, and regulations affecting the property tax function. | Performs routine administrative duties as necessary, including but not limited to conducting and attending meetings, reviewing and analyzing reports, compiling data for reports, preparing reports and correspondence, entering data into the computer and creating/maintaining spreadsheets, processing mail, copying and filing documents, etc. | Performs other related duties as assigned.

Property Tax Accountant II:

Researches and interprets Government Code and Revenue Taxation Code. | Communicates with high level officials from outside agencies in representation of the Auditor. | Participates in decision making and problem solving with the Auditor and Assistant Auditor, and in cooperation with other departments. | Involved in development and modification of processes and procedures. | Performs a lead role in scheduling, work assignments, training, personnel development, work sequence, and timing. | Reviews and verifies complex calculations and reports. | Evaluates and responds to communications of a sensitive nature. | Assists with customer relation disputes in elevated situations prior to the Auditor's involvement.

KNOWLEDGE OF:

Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing | General principles and practices of data processing and its applicability to accounting and government operations | Applicable Federal, State, County, Department, and Division laws, regulations, codes, policies, and procedures | Principles and practices of effective leadership and training techniques | Principles and practices of business organization and public administration | Record keeping principles and procedures | Modern office practices, methods and computer equipment | Computer applications related to work, including word processing and spreadsheet software | Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work

ABILITY TO:

Analyze financial data and draw sound conclusions | Work on multiple projects with competing priorities effectively and in a timely manner | Organize and

prioritize timelines for self and others in an effective and timely manner | Evaluate and develop improvements in operations, procedures, policies, or methods | Understand and carry out a variety of complex instructions in a responsible and independent manner | Prepare clear, complete, and concise financial statements and reports | Make accurate arithmetic, financial and statistical computations | Establish and maintain a variety of files and records | Operate modern office equipment, including computer equipment and specialized software application programs | Use English effectively to communicate in person, over the telephone, and in writing | Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work

EDUCATION & EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Graduation from a four-year accredited college or university with a Bachelor's degree with major coursework in accounting or a closely related field.
- **Property Tax Accountant I:** Three (3) years of responsible professional accounting experience.
- **Property Tax Accountant II:** Five (5) years of responsible professional accounting experience including the equivalent of two (2) years as a Property Tax Accountant I with the County of Tehama.

Other combinations of education and experience may be considered.

LICENSE & SPECIAL REQUIREMENTS:

- Requires a valid California driver's license.

PHYSICAL REQUIREMENTS:

Mobility to work in a standard office setting and use standard office equipment; strength stamina, and mobility to perform light to medium physical work including transporting mail, supplies, filing, operating a motor vehicle and visiting various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Finger dexterity is needed to access, enter, and retrieve data manually as well as using a keyboard or calculator, to set up and file various data and records, and to operate standard office equipment. Occasionally bend, carry, stoop, squat, twist, reach, push, and pull drawers open and closed to retrieve and file information. Must possess the ability to constantly move about on foot and to lift, carry, reach, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

WORKING CONDITIONS:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

{ See other side for position details and benefit information. }

TO VIEW THE FULL JOB CLASSIFICATION GO TO www.governmentjobs.com/careers/tehama/classspecs AND SEARCH THIS JOB TITLE.

POSITION DETAILS

POSITION

Site: Tehama County Auditor's Office

Job Type: Full-Time

Application Deadline: 5 PM on December 31, 2018

Tehama County is establishing an eligibility list to fill future full-time vacancies for a Property Tax Accountant I/II, as well as subsequent vacancies which occur during the life of the eligibility list.

SALARY

Property Tax Accountant I: Range 64 – \$3,528/mo. - \$4,300/mo.

Property Tax Accountant II: Range 68 - \$3,896/mo. - \$4,746/mo.

(A-E Steps)

Annual salary step increases (A-E) based upon satisfactory performance and completion of one (1) year and 2,080 hours.



BENEFITS

- Approximately 80% of the premium for medical, dental, and vision plan is paid by the County. The current employee rate, as January 1, 2019, is \$181.63/mo. (EPO plan). The plan covers the employee and all eligible family members.
- \$30,000 Life Insurance Plan for employees
- A retirement plan through CalPERS.
- A deferred compensation retirement savings plan is available to employees with a contribution match from the County up to \$60/mo.
- 96 hours of paid vacation (increases upon continuous years of service). 96 hours of paid sick leave. 13 paid holidays plus one 8 hour personal holiday.
- An Employee Assistance Program is provided to all employees and employees' family members at no cost.

APPLICATION PROCEDURE

To apply, scan this QR code with your QR code reader app – Search this job title – Click Apply in the top right corner!



Or visit [www.https://www.governmentjobs.com/careers/tehama](https://www.governmentjobs.com/careers/tehama)

For questions about this recruitment contact:

Krista Peterson

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