

MOWER COUNTY CLASS SPECIFICATION

CLASS TITLE: Manager of A/T Department

BAND:	GRADE: 12	SUBGRADE:
DEPARTMENT: Auditor/Treasurer	ACCOUNTABLE TO: Auditor/Treasurer	FLSA STATUS: Exempt
CLASS SUMMARY: This position is responsible to manage the functions that occur within the department of the Auditor/Treasurer. Areas of responsibility include carrying out the statutory duties of the County Auditor/Treasurer and managing County funds and records in accordance with State and County policies and objectives. This position will ensure continuity in the flow of information needed for departments throughout the County. Collaborates with department leaders for the purpose of efficiency in to flow of information needed in the tax system. This position is responsible to maintain the confidentiality of the data which gets processed in the department.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Supervises department staff which includes directing employees, determining workload, evaluating performance, conducting reviews, controlling work methods, and approving payroll sheets.	40%
2.	Oversees accounting and apportionment of all County real estate and personal property taxes and the calculation and generation of tax statements. Calculates and administers tax increment financing (TIF) districts, Special assessments and Abatements.	5%
3.	Supervises maintenance of real estate records which includes: processing records, preparing tax descriptions, communicating information and descriptions to the public, tax forfeiture and confession of judgment procedures.	5%
4.	Authorizes payroll direct deposit, submits payments for PERA, State and Federal taxes. Responsible to maintain confidentiality of data which is non-public.	5%

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
5.	Monitors County monies by maintaining cash book records of cash; monitoring cash flow; completing electronic transfers and bank transactions to disburse County funds as needed; and, collecting and accounting for taxes and other money collected.	20%
6.	Supervises collection of taxes by certifying tax descriptions and amounts due, determining appropriate level of taxation, overseeing mailing of tax statements and Truth in Tax notices and the collection delinquent personal property and mobile home taxes.	10%
7.	Supervises tasks related to vital statistics for County by taking applications for and issuing marriage licenses and recording and issuing birth and death certificates.	5%
8.	Prepares reports and information for State Agencies	2%
9.	Assists with preparing and monitoring department budget.	2%
10.	Performs other duties of a similar nature or level.	

Knowledge (desired at entry):

Knowledge of:

- MN Statutes, regulations and County policies;
- Supervisory principles.
- Financial markets;
- Accounting and bookkeeping;
- Property Tax calculation software
- Computers and computer software.



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Skills (desired at entry):

Skill in:

- Supervising employees;
- Interpreting state and local laws;
- Administering daily office operations;
- Applying accounting and bookkeeping principles;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor of Science in Accounting or Finance with 3 years of related experience.

Previous experience in a supervisory role

Licensing Requirements (desired at entry):

- State of MN Dept. of Revenue Certification

Physical Requirements:

Positions in this class typically require: reaching, pushing, fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subjected to travel.

Classification History:

Draft prepared Fox Lawson and Associates LLC / Bjorklund Compensation Consulting

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