

Cascade County

Job Vacancy Announcement

Position: Assistant Revenue Account Manager	Closing Date: November 18, 2016
County Department: Treasurer	Dept. Admin.: Jamie Bailey
Type of Position: Full-Time	Salary: \$19.23 per hour
Applications available at Cascade County Human Resources Department, www.cascadecountymt.gov or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

POSITION DESCRIPTION

The Assistant Revenue Account Manager is responsible for all revenues and disbursements for school districts, fire districts, water districts, the sewer district, the irrigation district and the cemetery district; performs a high level of accounting duties to expedite the daily process and statutory obligations of the County Treasurer and balances the subaccounts. Performs all related duties as assigned.

ESSENTIAL JOB DUTIES & RESPONSIBILITIES

The Assistant Revenue Account Manager prepares monthly general ledger and detailed recap reports showing revenues, disbursements, investments, transfers, and remittances for the month and year-to-date; processes revenue checks and electronic fund transfers to cities and the State Treasurer, as well as distribution of monies held in trust; advises the Treasurer regarding any financial problems that appear in the general ledger; prepares year-end reports on all cash/revenue activity and long-term debt for County Auditor's budget supervisor; computes totals of all disbursements from the County Treasurer's checks and electronic fund transfers; compiles and tracks monies received from property taxes, assessments, and cash receipts into database system; resolves problems involving cash, overpayments, and refunds; reconciles all county disbursements with monthly bank statements; processes, balances, apportions, and distributes all tax revenues through the distribution process to the individual government taxing units in the county and keeps accurate record of interest earned on investments; balances, posts, and distributes property taxes; performs daily and/or weekly balancing of receipts with revenue and petty cash; prepares balancing reports and documents as needed to complete annual audits and coordinates and cooperates with independent auditors; creates and maintains a high performance environment characterized by positive leadership and strong team orientation; maximizes use of computer programs to improve efficiency and management of operations, with good basic computer knowledge and skills; develops, plans, and schedules to meet unexpected situations and new developments; communicates with personnel throughout the county, schools, the general public, and the bank to coordinate activities and resolve problems; monitors and directs adherence to State and Federal regulations; ensures compliance with fiscal requirements and other legal rules and regulations; attends meetings and conferences, directs and serves on boards, commissions, and committees; prepares and maintains necessary records and reports; balances cash room daily; processes daily deposits to the Treasurer's Office; Data Entry.

Knowledge and understanding of: Cascade County policies and procedures, and related state and federal statutes; accounting principles and practices; advanced statistics and mathematical calculations; English usage, spelling, grammar, and punctuation; automated computer systems, basic computer use and data entry.

Ability to: Apply a high degree of attention to detail; perform a wide variety of public relations tasks with accuracy and speed under the pressure of time-sensitive deadlines; establish and maintain close cooperative working relationships with the Treasurer, Board of County Commissioners, any other elected officials, Chief Fiscal Officer, Accounting Manager, department employees, federal and state agencies, private agencies, the general public, and the bank; communicate well with others in both technical and non-technical terms, orally and in writing; prepare accurate and reliable reports containing findings, recommendations, and technical documentation; evaluate resources as needed; organize tasks and work environment to maximum efficiency; use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions; meet challenges with resourcefulness through original thinking and creativity; identify, analyze, and address problems and trends in a timely, efficient and equitable manner; adapt to interruptions, equipment failures, unusual demands or changing priorities; handle confidential information; coordinate, analyze, and utilize a variety of reports and records; occasionally work outside normal hours as assigned.

EDUCATION AND EXPERIENCE

The above is typically acquired through a combination of education and experience. At a minimum all applicants must have:

- Associate's Degree in Accounting, Finance, or closely related field; **and** two (2) years of experience in accounting or finance.
- Valid Driver's License issued by the State of Montana.

The successful applicant shall serve a 6-month probationary period and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county. Applicant must possess a valid Montana Driver's License issued by the State of Montana or be able to obtain one within 30 days from date of hire.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (**Part 4**) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so that Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER