

Cascade County

Job Vacancy Announcement

Position: Revenue Account Manager	Closing Date: December 16, 2013
County Department: Treasurer	Dept. Admin.: Jamie Bailey
Type of Position: Full-time	Salary: \$15.00-\$18.50 per hour DOE
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 Revenue Account Manager is responsible for all revenues and disbursements for school districts, fire districts, water districts, sewer district, irrigation district, and the cemetery district; performs a high level of accounting duties to expedite the daily processes and statutory obligations of the Cascade County Treasurer; balances the main county accounts and subaccounts; performs complex administrative and professional work in collecting and receipting of the county taxes and recording and receipting tax remittances as required by state statute of the office of county treasurer; supervises the management and collection of all monies received in trust and deposited with the county; establishes and maintains close cooperative working relationships with the treasurer, board of county commissioners, finance director, supervisors, department employees, the general public, and the bank; supervises, plans, coordinates, and directs the work of the revenue program; supervises monthly general ledger and detailed recap report showing revenues, disbursements, investments, transfers, and remittances for the month and year to date; oversees the issuance of revenue checks and wire transfers to cities and the state treasurer; 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 auditors budget supervisor; computes totals of all disbursements from the county treasurers checks, wire transfers, electronic fund transfers, and ACHs; compiles and tracks monies received from property taxes, assessments, and cash receipts into database system; resolves problems involving cash, overpayments, and refunds; redeems all county payroll, claims, and ZBA checks issued, monitors bad checks received at various county offices, balances monthly bank statements with ledgers, runs and balances monthly warrants redeemed and the warrants outstanding reports, enters general journal entries and processes monthly reports on both funds, and balances reports; processes, balances, apportions, and distributes all tax revenues through the distribution process to the individual government taxing units in the county and keeps accurate records of interest earned on investments; oversees the balancing, posting, and distribution of personal property taxes; performs daily and /or weekly balancing of receipts with revenue and petty cash; and reconciles bank and credit card statements; prepares balancing reports and documents as needed to complete annual audits and coordinates and cooperates with independent auditors; advises on various operational and personnel matters; makes recommendations for improvement and implements programs, standards and procedures; 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, 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, committees; prepares and maintains necessary records and reports, and performs other related duties as required.

JOB REQUIREMENTS

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: Plan, organize, and direct revenue programs within the treasurer's office; plan, organize, prioritize, supervise, and evaluate the work of professional, paraprofessional, and clerical workers to meet departmental goals; perform a wide variety of supervisory and public relations tasks with accuracy and speed under the pressure of time-sensitive deadlines; establish effective working relationships with the board of county commissioners, finance director, other county departments, employees, federal and state agencies, private agencies, and the general public; communicates well with others in both technical and non-technical terms, as well as 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 process 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 knowledge and abilities are typically acquired through a combination of education and experience. At a minimum, all qualified applicants **MUST HAVE an Associate's Degree in Accounting, Finance, or closely related field; and five (5) years' experience in accounting or finance; or any equivalent combination of education and experience totaling seven years.**

The successful applicant must serve a 6 month probation period and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so 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