

Job Description: Woodford County Treasurer/Tax Administrator

Position Summary: Maintains county financial records and executes court policies determined by or in conjunction with other officials by performing the following duties. Under the daily supervision of the Judge/Executive, this position also supports the department and Court by performing additional work as assigned.

Responsibilities of the Treasurer are outlined by the Department for Local Government as dictated by statute. This is a summary of those plus other duties unique to the Woodford County.

Essential Duties and Responsibilities include the following.

Maintain the following records: (Per Department for Local Government)

1. Cash Receipts Journal and Cash Receipts Ledger
2. Check Distribution Ledger
3. Appropriation Ledger
4. General Ledger
5. Investment Journals
6. Subsidiary Ledgers and Journals
7. Accounts –
 - a. General Fund
 - b. Road & Bridge Fund
 - c. Jail Fund
 - d. LGEA Fund
 - e. Special account for each grant
 - f. Debt Service Fund
8. Prepare financial reports for the fiscal court and jailer each month.
9. Prepare quarterly financial statement for State Local Finance Officer.
10. Prepare annual settlement for the fiscal court within 30 days of the close of the fiscal year.
11. Prepare and publish annual financial statement within 60 days of the close of the fiscal year.
12. Countersign checks if following conditions exist:
 - a. Claim reviewed by fiscal court
 - b. Sufficient fund balance and adequate cash in the bank
 - c. Adequate free balance in properly budgeted account

Treasurer is not authorized to designate anyone to sign checks on their behalf.

Other Duties Unique to Woodford County

Prepare daily deposits ensuring money is applied to correct funds and accounts. Post receipts to ledger using County Budget Reporter software. Reconcile all bank accounts according to established procedure – weekly, monthly, etc. to bank statement and general ledger.

Create, print and mail bills for Occupational and Net Profit License Fees, Transient Room Taxes, and Bank Share Taxes. Record receipts of tax payments in computer system and file remittance slips on a timely basis. Routinely review tax files to ensure the information is accurate regarding business name, address, etc. Develop and distribute correspondence related to tax filing status – active, inactive, delinquent, incomplete payment, etc.

Prepare and provide receipts section of county budget to the Judge/Executive and Fiscal Court Clerk in a timely manner. Recommend and prepare budget amendments and account transfers to maintain proper appropriation levels.

Manage county financial investments and make recommendations regarding changes. Ensure obligation and performance bonds are accounted for appropriately, including timely payment of interest, release of

bonds, etc.

Prepare for and facilitate annual audit of financial records. Ensure compliance with GASB 34 requirements including maintaining master inventory list of all county property and real estate with assistance from Department Heads.

Dog Licenses – Ensure veterinarians report number of licenses issued and remit county fee to state agencies on a quarterly basis.

Accounts Payable – Prepares 1099 - Miscellaneous and 1099G – Tax Refund forms on a timely basis. Processes biweekly payment for Utilities and Payroll expenses and provides back up to the Financial Officer by paying bills in their absence.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree (preferably Business related degree); five years related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret common financial reports, and legal documents. Ability to respond to inquiries or complaints from citizens, regulatory agencies, or members of the business community.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, verbal, diagram, or schedule form. Ability to apply mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

Computer Skills:

To perform this job successfully, an individual should be proficient in the use of Microsoft Word and Excel software. Accurate, frequent use of 10-key calculator is also required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear and use hands to type. The employee is frequently required to sit and is also regularly required to move throughout the courthouse. The employee must occasionally lift and/or move up to 10 pounds.