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Job Title:	Account Specialist
Department:	Auditor/Treasurer's Office
Classification:	Grade 3
Reports to:	County Auditor/Treasurer
Supervises:	N/A
Normal business hours:	Monday – Friday, 8:00 AM – 4:30 PM
Telecommute:	Not available
Union:	No
FTE Status:	1.0 Full-Time Equivalent
Last Reviewed	08/2024

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### **Nature of Work:**

This position is responsible for performing complex and non-routine financial support duties to ensure the accuracy of accounting and financial records and compliance with standard accounting practices and statutes. Responsibilities may include balancing department accounts; reconciling accounts; clarifying discrepancies in financial records; processing and reviewing various payroll transactions; and responding to a variety of inquiries about financial information.

### **Communicates with:**

Internally – All staff

Externally – Public.

### **Supervision:**

N/A

### **Essential Work Functions:**

- Provides excellent customer service in-person, via email, and over the phone by greeting individuals professionally, answering questions, taking complaints, taking detailed messages, and providing timely follow-up as needed.
- Performs complex administrative duties, including monitoring and ordering office supplies, preparing memos, and processing invoices and purchase orders for payment.
- Assists in collecting/refunding current, delinquent, and pre-paid tax.
- Posts daily current and delinquent tax payments. Calculates tax overpayments
- Processes late notices and prepares for mailing.
- Balances a cash drawer daily.
- Prepares bank deposit and delivers it to bank daily. Deposits checks to PCB through remote capture daily. Monitors the outstanding check list. Reconciles outstanding checks, ACH/manuals and cancelled checks.
- Prepares & process monthly state mtg & deed tax report. Processes ACH's and completes bank transfers. Processes daily receipts received from other depts within the county. Supports the preparation of the escrow files and sends to vendors.
- Manages the capital asset inventory system and depreciation. Works with multiple dept head managers to keep inventory up to date. Assists Financial Manager with various reports necessary for financial statement preparation and State Audit.
- Verifies all invoices from all departments to meet all county requirements to be paid, prepares, and enters bills for processing.
- Provides election support to the Account Specialist/Election Administrator during election time. Assists in processing absentee ballots. Obtains certification as an election judge prior to the elections.

- Process gambling, auctioneer, precious metals, and transient merchant licenses.
- Assists in month end tasks including entering journal entries and balancing funds.
- Support the Morrison County Rural Development Finance Authority with monthly accounting entries.
- Maintain and process transactions in bank software for direct payments of tax programs.
- Proof and process auditor certificates.

#### **Other Work Functions**

- Performs related work as required.

#### **Minimum Qualifications of Education and Experience:**

- Requires specialized training beyond High School, but less than an associate degree.
- One (1) year of clerical experience required.
- Ability to pass all position required background(s) and testing(s).

#### **Knowledge, Skills, and Abilities Required:**

- Strong interpersonal skills.
- Good written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Ability to work overtime to support tax collections and elections as needed.

#### **Persons with disabilities:**

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

#### **Physical Demands and Work Environment:**

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%-74%	75% or more
Office environment				X
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Moderate (Up to 60 pounds of force)		X		
Challenging or threatening behaviors		X		
Work with high detail/deadlines			X	

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_