

**DONA ANA COUNTY  
JOB DESCRIPTION**

<b>POSITION TITLE:</b> Accountant I	<b>PAY GRADE:</b> 13
<b>DEPARTMENT:</b> Treasurer's Office	<b>FLSA:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
<b>REPORTS TO:</b> Chief Deputy Treasurer	<b>LEAD:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>BARGAINING UNIT:</b> N/A	<b>SUPERVISOR:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>APPROVED:</b> <u><i>Gene Johnson</i></u> <i>Department Head</i>	<u>7/30/09</u> Date
<u><i>R. Beank</i></u> <i>Human Resources Director</i>	<u>7-29-09</u> Date

**I. PURPOSE SUMMARY.** Verify income, investments and interest derived from property taxes; calculate and prepare financial reports and worksheets; perform collections on delinquent property tax accounts; and develop and implement standard operating procedures for the accounting functions within the Treasurer's Office.

**II. ESSENTIAL DUTIES.**

**1. Record, verify and report County income.**

- A. Balance bank statements to verify that County accounts and cash receipts match.
- B. Verify income derived from taxes, investments, reimbursements, confiscated assets, state seizures, and leases. Calculate interest earned, receipted, deposited and reinvested.
- C. Allocate total interest for the month to General Ledger accounts that qualify to receive interest.
- D. Receipt and record County share of geothermal leases from the U.S. Department of the Interior Minerals Management Service (ACH).
- E. Provide trend data to Office management to review and adjust investment portfolios.

**2. Prepare financial reports.**

- A. Prepare journal entries to account for investment deposits and withdrawals (in Banner); correct receipts; report property tax collection and distribution; and reallocate interest payments to appropriate accounts.
- B. Prepare and update all monthly, yearly, and ten-year worksheets for use by other County Departments and internal/external auditors.
- C. Prepare paperwork and worksheets to account for reimbursements from Chaparral Water, confiscated assets, and state seizures.
- D. Enter Tax Mill rates, distribution rates and levy codes; close the Tax Roll at the end of the fiscal year, and enter the new Tax Roll-over into CHISAPU.

- 3. Monitor and collect delinquent taxes.**
  - A. Monitor and update delinquent property tax lists on mobile homes, personal and real properties, and initiate and delete flags.
  - B. Create a list of taxpayer contact information and track unrecorded changes of address.
  - C. Make calls to taxpayers on delinquent accounts and set-up payment plans.
  - D. Prepare three-year delinquent property tax lists for the New Mexico Taxation and Revenue Department.
  - E. Update payments, balances and cost-to-State collections on the delinquent property tax list, and disburse fee payments to the State.
  
- 4. Develop and implement standard operating procedures for Office accounting functions.**
  - A. Research, prepare and review standard operating procedures for Office accounting functions.
  - B. Liaise with IT personnel to resolve automated errors.
  - C. Train, mentor and provide technical direction to Accounting Specialist positions.
  
- 5. Provide assistance to other department personnel, the general public, and representatives from title companies, mortgage companies and State Government offices in conducting property tax research.**

### **III. ADDITIONAL DUTIES.**

- 1. Verify, label, store, micro-film and account for all Tax Roll books.**
  
- 2. Serve as back-up to Cash Operations Supervisor.**
  - A. Run Chisapu and Banner reports used to verify all monies receipted from other County departments and the Treasurer's Office.
  - B. Verify all cash and checks accounting for balances on all reports.
  - C. Update daily worksheets, deposit slips and bags, deposit pick-up log, and verify deposits the following day.
  - D. Verify tellers' cash at the end of the day, as well as the petty cash till.
  - E. Order and make change from the petty cash till.
  - F. Open and close the Office.
  - G. Assist in processing bankruptcy and other Taxes-in-Suspense payments.
  - H. Verify Property Tax Maintenance Report and monthly recap.
  
- 3. Serve as back-up on Non-sufficient funds, paving liens, and lockbox operations.**
  
- 4. Other job-related and relevant duties as assigned.**

### **IV. QUALIFICATIONS.**

- A. Education.** A Bachelor's degree in Finance, Accounting, Business Administration or a related discipline.
  
- B. Experience.** One year of accounting experience. Experience in governmental finance or accounting is preferred.

**C. Education/Experience substitution.** In accordance with County policy, relevant education or experience may be substituted one for the other on a year for year basis.

**1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:**

Knowledge of various accounting and financial processing procedures to perform transactions that involve the use of different forms and the application of different procedures

Knowledge of automated accounting and budget systems to reconcile errors that require an understanding of nonstandard procedures; and to provide assistance in the development of automated procedures for clerical operations.

Skill in auditing cash processing documents and accounts for completeness and accuracy; tracing and correcting errors in computer records and daily reports; and analyzing records to determine whether payments are full or partial and timely.

Ability to learn one or more automated financial management databases sufficient to input a range of standard information or adjustments, understand error reports, take corrective action, and generate a variety of standard reports.

Ability to establish and maintain effective, professional working relationships with other employees, elected officials, and the public.

**2. FREEDOM TO ACT.**

The employee independently processes the most difficult procedural and technical tasks or actions and handles problems and deviations in accordance with instructions, policies, previous training, or accepted practices.

**3. GUIDELINES AND JUDGMENT.**

The number and similarity of guidelines and work situations require the employee to use judgment to identify and select the most appropriate procedures to use, choose from among several established alternatives, or decide which precedent action to follow as a model. There may be omissions in guidelines, and the employee is expected to use some judgment and initiative to handle aspects of the work not completely covered.

**4. PHYSICAL DEMANDS.**

The work may require some physical effort, such as standing, walking, bending, or sitting. There are no special physical demands.

**5. WORK ENVIRONMENT.**

The employee works in an office setting involving everyday risks or discomforts. Normal safety precautions are required.

**6. SUPERVISORY RESPONSIBILITY.**

For at least 25% of the time, oversees task-based work as a Lead worker. Work observed is highly specific as to objective and content, with limited need for awareness of surrounding circumstances and events.

Performs work of the same or comparable nature and difficulty as subordinates; may periodically assist a higher level supervisor with coordinating and monitoring the flow of work or training and assisting subordinates.

**V. EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: Elvira M. Sanchez 08-05-2009  
Employee Date