



TREASURER'S OFFICE COUNTY OF AMELIA FISCAL ASSISTANT

The Treasurer of Amelia County is currently accepting applications for a Fiscal Assistant. This is full time position requiring flexibility in hours at various times of the year. The successful applicant shall be responsible for performing administrative/clerical work by receiving and recording payments for various taxes, fees, building permits, utility payments, process revenues from inter-office departments and then summarizing, balancing and posting daily transactions. Work involves providing efficient and accurate customer service to all individuals and companies by telephone, mail, or in person, including but not limited to filing, collecting, sending delinquent letters and statements, and assisting the Treasurer and co-workers with the duties and responsibilities for the maintenance of the Treasurer's office. This position requires the individual to have basic knowledge of accounting, a high school diploma, cash handling skills, and customer service experience associated with a friendly, courteous and desirable attitude. Knowledge and ability to work with Microsoft Office applications, AS400, and other computer software preferred. Ability to stand for long periods of time, multi-task as necessary, and work independently.

For qualifications and job requirements please refer to job description by contacting the Treasurer's Office, email stephanie.coleman@ameliacova.com, website www.ameliacova.com or the Treasurer's Office Facebook page.

Applications may be obtained at the Office of the Treasurer, 16360 Dunn Street, Suite 103, Amelia, VA or online at www.ameliacova.com.

Applications will be accepted through 4:30 p.m., Wednesday, June 2, 2021, at the Amelia County Treasurer's Office or may be emailed to stephanie.coleman@ameliacova.com

Base salary: \$28,000.00

The Amelia County Treasurer's Office is an equal opportunity employer (EOE).



STEPHANIE GOUGH COLEMAN
TREASURER

COUNTY OF AMELIA
TREASURER'S OFFICE
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16360 Dunn Street, Suite 103
Amelia Court House, Virginia 23002
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WANDA H. FLEMING
CHIEF DEPUTY TREASURER
APRIL M. WILLIAMS
DEPUTY TREASURER

Amelia County, Virginia Job Description

Job Title: Fiscal Assistant

GENERAL STATEMENT OF JOB

To perform administrative/clerical work in the Treasurer's office by receiving and recording payments for various taxes, fees, building permits, utility payments, process revenues from inter-office departments and then summarizing, balancing and posting daily transactions. Work involves providing efficient and accurate customer service to all individuals and companies by telephone, mail, or in person, including but not limited to filing, collecting, sending delinquent letters and statements, and assisting the Treasurer and co-workers with the duties and responsibilities for the maintenance of the Treasurer's office.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Job Functions

- Assists customers in person and via the telephone.
- Prepares bank deposit.
- Balance cash drawer on daily basis.
- Analyzes delinquent tax reports, Department of Motor Vehicles stops, or other collection action.
- Coordinates all correspondence with collection agencies including: creating file of delinquent accounts, create collection fees on customer accounts, creating and uploading weekly files, processing payments from collection agency,
- Calculates penalty and interest due.
- Performs daily balances of checks and cash with computer reports.
- Assists the other associates as needed.
- Picks up mail for office; opens and sorts mail.
- Checks county drop box for any correspondence; records and processes any correspondence
- Receives and reviews credit and debit card daily batch headers.
- Delivers bank deposit to bank.
- Files daily work in a fiscal year filing system.
- Posts tax payments and fees.
- Files documents in an alphanumerical order; sets up file system.
- Opens and closes office according to schedule.
- Refers to tax bills, County ordinance, State Code books, continuing education manuals, and Department of Motor Vehicles, etc.
- composes letters and any correspondence needed.
- Operates a variety of equipment such as: computer, adding machine, printer, copier, typewriter, fax machine, postage machine, shredder, telephone, etc.
- Uses office supplies and computer software such as Microsoft Word, Microsoft Excel, AS400, etc.

- Interacts and communicates with various groups and individuals including taxpayers, co-workers, other County offices, Title searchers, Mortgage companies, other treasurer's offices, and the general public.
- Provides customer service to customers via telephone or in person for tax payments, fees, questions, and searching records.
- Maintains reminder email database for customers on payment agreements.
- Processes, maintains, and creates messages on customer accounts pertaining to payment agreements, Bankruptcies, and Collection Agencies.
- Receives and/or reviews various records and reports including letters, personal checks, billing invoices, tax bills, County permits and decals, dog tags, estimated vouchers, checks, edits and updates report, etc.
- Reconciles the monthly DMV bill
- Processes address changes, maintains, records amount of changes and/or disburse changes to COR.
- Track TR30 and TR40 settlement tapes
- Reviews, verifies, readdresses, and resends returned mail.
- Coordinates all correspondence with DMV including: creating file of delinquent accounts, upload delinquent file to DMV for Stop process, processes returned delinquent file into AS400, create DMV Stop fees on customer accounts, removal of DMV Stops upon payment in full, etc.
- Maintains postage log for dog tag applications, processes Rabies Certificates received from other localities and VETS, creates database for mass mail reminders to customers to purchase tag.
- Abates Collection fees and/or DMV fees upon circumstance.
- Manually adds DMV Fees and DMV Stops to customer's accounts whose payment agreement is in default.
- Writes Jurors checks; creates database for mail merge labels; prints labels; mails checks to jurors
- Processes and posts money received from Sheriff's Office, Clerk of Courts, Parks and Recreation, County Finance Director, School Finance Director, Library, Utility Office and Animal Control.
- Performs weekly backup of computer files to separate hard drive.

MINIMUM TRAINING AND EXPERIENCE

This position requires the individual to have basic knowledge of accounting, a high school diploma, cash handling skills, and customer service experience associated with a friendly, courteous and desirable attitude. Knowledge and ability to work with Microsoft Office applications, AS400, and other computer software. Ability to stand for long periods of time and multi-task as necessary, as well as, communicating effectively with the general public in person, over the phone, or written correspondence.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including typewriters, transcribers, computers, telephones, calculators, copiers, facsimile machines, etc. Must be physically able to exert up to 30 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, forms, statements, etc. Requires the ability to prepare a variety of correspondence, forms, statements, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; adding and subtracting totals; multiplying and dividing; determining percentages and decimals; and the ability to apply the theories of algebra.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the Treasurer's Office as they pertain to the performance of duties of the Fiscal Assistant. Has working knowledge of the laws affecting the collection of real and personal property taxes and charges for privilege licenses. Has working knowledge of modern office practices and procedures, including the handling and accounting of large sums of money. Has working knowledge of the principles and practices of bookkeeping. Has considerable knowledge of arithmetic spelling, punctuation and format, and its uses in general office work. Is skilled in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs. Is able to compute figures rapidly and accurately. Is able to prepare records and reports concerning the collection of taxes. Is able to assist in the preparation of detailed financial reports. Is able to exercise tact and courtesy in frequent contact with the general public, and businesses. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of it. Questions such instruction and direction when clarification of results or consequences is justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the department and project a good departmental image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Interacts effectively with fellow employees, supervisor, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.