



County of Berks POSITION DESCRIPTION FORM

Position Title:	Office Manager		
Department:	Treasurer	Reports To: (Title)	Chief Deputy / Treasurer/Tax Claim Director
Effective Date:	October 2017	Revision Dates:	April 2018 September 25, 2020
Wage Category:	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt	
EEO-1 Category:	Officials & Administrators	Union Classification:	N/A

POSITION SUMMARY:

Assist the Chief Deputy and County Treasurer in executing the daily activities of the Treasurer's Office. This position is charged with coordinating all legal and administrative aspects of the collection process, including but not limited to the managing the office staff and maintenance of positive relations with both the public and other County Departments to achieve the mission of the Treasurer Office. This position performs the daily, weekly and monthly work required to maintain the Treasurer's office including the indirect responsibility for the collection of more than \$137,000,000 in tax revenue which is the primary revenue source for the County.

Assist in the administration of the Tax Claim Bureau. Assist with coordinating legal, administrative and financial aspects of the collection process. This includes working with the Tax and Tax Claim office staff and maintenance of positive relations with the public and other county employees to achieve the best results for the county.

POSITION RESPONSIBILITIES:

1. Perform the duties of the Chief Deputy in his/her absence necessary to maintain the daily operations of the Treasurer function. This includes but not limited to the cash drawer setups, wire transfer of funds, payments, receipts, and interface with the collectors, daily reports and bank deposits.
2. Assist in developing and training all Treasurer and Tax Claim personnel in Treasurer Policies and Procedures. Fill in and cover subordinate office support staff daily functions in their absence, or as needed.
3. Review of the daily deposit for Treasurer and Tax Claim as follows: creates prior days report used to reconcile against receipts, inputs information on daily report and spreadsheet.
4. Possess and maintain a working knowledge of the Bingo and Small Games and Chance Law to ensure legal compliance as the lead point of contact

5. Possess and maintain a working knowledge of the Hotel Law and other state statutes to ensure legal compliance as the lead point of contact.
6. Possess and maintain a working knowledge of the Real Estate Tax Sale Law, the Municipal Claims Act, the Assessment Law and other state statutes to ensure legal compliance.
7. Reconcile all bank statements internal to the Treasurer's Office by reviewing cash receipt/cash disbursements for proper reporting and service charges.
8. Supervise/prepare Bingo and Small Games of Chance Licenses. This involves review and acceptance of all application for required documents and interface with the District Attorney for background checks and the State Police for reviews as necessary. Receipt, post and deposit fees associated with licenses.
9. Prepare and analyze Hotel Tax reports to determine if exemptions appear valid as well as determine if the monthly deposit is consistent with prior months as well as other hotels within the same month. Receipt, post and deposit all hotel tax money received. Prepare and disburse funds to appropriate organizations.
10. Assist in statutorily mandated public tax sales three times per year at which delinquent taxpayers' property is exposed to auction for payment of delinquent taxes. Calculations of assessment, fees, and base amounts as part of individual property.
11. Assist in the distribution of all tax sale funds to government authorities, mortgage companies, owners and lienholders. Prepare Court Documents for excess fund files and distribute those funds.
12. Support maintenance of the Tax Claim and Treasurer website, email and online credit card processing.
13. Help to ensure compliance with policies and procedures necessary to safeguard the county assets.
14. Participate in County and State annual audit.
15. Complete all purchase requisitions and track all orders for both Treasurer and Tax Claim.
16. Submit work orders to facilities and help desk as needed.
17. Complete various other projects and duties as assigned.

Non-Essential Functions

1. Assists staff with the collection of monies and distribution of receipt for property taxes paid to the Treasurer's Office as well as Tax Claim Bureau.
2. Assists staff with the issuance of all license/permits handled by the Treasurer's Office.
3. Bilingual English/Spanish

MINIMUM EDUCATION AND EXPERIENCE:

- An associate degree with a major in Accounting or Business Administration with emphasis in accounting
- Three (3) years' experience in the legal field, accounting and or real estate tax
- Paralegal Certification Preferred

- Any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles and practices of bookkeeping/accounting.
- Knowledge of legal terminology.
- Ability to assume responsibility for independent completion of projects.
- Ability to analyze and evaluate financial related figures.
- Ability to establish and maintain an effective working relationship with other departments, employees and the general public.
- Ability to facilitate meetings and group discussions and communicate effectively in public forums.
- Ability to maintain effective working relationships with elected and appointed government officials at all levels.
- Ability to maintain a professional positive work environment under difficult circumstances.
- Ability to communicate effectively both orally and in writing.
- Able to handle stress.
- Physical presence in the office is required.

PHYSICAL DEMANDS:

1. Ability to lift and carry files and office documents up to 20 lbs.
2. Ability to sit or stand for extended periods of time.

WORKING ENVIRONMENT:

Normal office environment

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.