

## **Boyle County Position Classification**

### **Class Title**

Assistant Treasurer – Occupational/Net Profits

### **Characteristics of the Class**

Under general direction of the County Treasurer performs duties necessary for implementation of the county's occupational license fee. Performs related work as required.

### **Examples of Duties or Responsibilities of the Classification**

*(Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to add to or otherwise alter the duties and responsibilities of a position. The use of an individual expression or illustration as to duties or responsibilities shall not be regarded as excluding assignment of others not mentioned which are of similar kind or quality)*

Under general direction of County Treasurer, responsible for the implementation and administration of the County and Danville's city occupational license fee program. Performs a comprehensive review on returns to ensure quarterly payroll withholdings and net profits payments are correct and follow-up if corrective action is needed. Performs related data entry: account maintenance, return entry, batch reconciliation to daily receipts ledger. Works with and sets up new accounts. Performs bank reconciliations. Responsible for oversight and accuracy of the license fee financial statements and the transfer of funds to the City and County General accounts. Maintains all necessary records and worksheets required for audit purposes. Works with software vendor(s) on updates and system problems. Responsible for the selection, development and usage of the license fee collection software system. Assists businesses and self-employed individuals in complying with the requirements of the license fee program. Researches problem returns and works with the business to rectify the issues. As needed, meets with the City of Danville as it relates to the sharing of account information. Performs the initial steps in the collection of unpaid tax accounts. Works with the County Attorney, when necessary, to proceed with unpaid tax account legal collections. Provide quarterly reports and work closely with the County Treasurer and the Economic Development Partnership by providing budget data, business trends and general data for a more comprehensive view of the County's business environment. Provides the County Treasurer with necessary information concerning revenues, interest and daily reporting. Responsible for informing the KY Secretary of State of any collection changes. Responsible for the local sharing of information agreements. Responsible for occupational tax record management; retention and destruction. Responsible for training employees as needed. Required to inform the County Information Technology staff person with county website collection updates/revisions. Performs other duties as necessary to accomplish the collection of fees for Boyle County and the City of Danville.

### **Typical Working Conditions and Unique Physical Requirements**

*(Persons employed in this classification will typically perform their primary job duties under these conditions. However these conditions may change on occasion in performing the duties of an individual position)*

Work is performed indoors in an office setting. Work requires little physical exertion, but a great deal of time is spent sitting when utilizing office equipment.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Associate Degree of Business Administration with four (4) years of related experience or a Bachelor of Business Administration or related field with two (2) years of experience. Must have bookkeeping or accounting experience involving frequent contact with the public. Prior experience working in the public sector a plus.

**Special Licensing Requirements**

None

**Special Knowledge, Skills and Abilities**

Knowledge of and ability to operate standard equipment used in office setting. Computer skills and the ability to utilize specialized software. Ability to understand and implement oral and written instructions. Ability to maintain accurate records and filing systems. Ability to make mathematical computations with speed and accuracy by hand or machine. Ability to establish effective working relationships with county officials, other employees and the general public.

**Overtime Status**

Non-exempt