

PROPERTY TAX AND ACCOUNTING ANALYST

DEFINITION

Under general direction, in the Auditor's Office, performs a variety of highly complex and sensitive professional accounting and financial analysis and auditing for countywide programs. Also performs technical work relative to the calculation and application of property tax rates, preparation and maintenance of the tax rolls and distribution of property tax to the appropriate taxing jurisdictions; and performs other related work as required

DISTINGUISHING CHARACTERISTICS:

This single position class is located in the County Auditor's Office, and has primary responsibility for highly complex professional accounting, fiscal analysis and auditing, as well as for specific property tax roll maintenance and distribution, which requires liaison with the County Assessor and Tax Collector's offices. The class is distinguished from that of Assistant Auditor by the latter's responsibility for Department wide overview of multiple Auditor's Office functions and its role as the primary assistant to the Auditor-Controller.

REPORTS TO:

Auditor-Controller and Assistant Auditor-Controller as assigned

- Receives local assessed values from the County Assessor's Office and applies appropriate tax rate,
- Prepares and maintains the various tax rolls; provides accurate property tax data to the Tax Collector for collection.
- Apportions monies, including secured, unsecured, impounded, redeemed and other taxes;
- Prepares County cost plan for appropriate allocation of services provided by County Departments;
- Creates allocations for County Departments related to Workers' Compensation and general liability insurance;
- Prepares vouchers and distributes funds to various cities, special districts, and other public agencies.
- Assists in calculation of property tax apportionment factors.
- Reconciles all tax apportioned fund balances.
- Serves as a liaison to the Assessor's Office, Treasurer-Tax Collector, LAFCO (Local Agency Formation Commission) and other governmental agencies.
- Performs administrative maintenance and ensures the proper functioning of the property tax system software as applied to the Auditor's Office.
- Performs analysis of current and future property tax data for use in a variety of

complex tax, fiscal and statistical reports, including those for submission to other departments and governmental agencies.

- Responds to and resolves customer inquiries and complaints relative to property taxes.
- Performs daily operations; roll corrections, refunds, and processes Tax Collector journal entries.
- Maintains journals, general ledgers, and subsidiary ledgers.
- Operates computers to maintain and update files and databases; generates computer reports.
- May provide direction and assistance to other staff in office, as assigned
- Assists the Auditor and Assistant Auditor as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and fax machines.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; contact in person or by phone or electronic communication with staff, other public agencies, and the public.

MINIMUM QUALIFICATIONS

Knowledge of:

- Government accounting and tax policies, rules, and regulations.
- Operations, services, rules, policies, and procedures of a government accounting organization
- Applicable state law that affects the property tax collection and apportionment.
- Reporting of accounting and property tax requirements and procedures to the State of California.
- Fiscal analysis and statistical techniques.
- Software applications related to or used for fiscal and property tax accounting and processing work.
- Extensive knowledge of Microsoft Excel.
- Methods and techniques of analyzing financial data.
- Principles and practices of account and statistical recordkeeping.
- Principles and practices, rules and regulations of general accounting.
- Rules on confidentiality of records and file maintenance.
- Methods and techniques of preparing financial reports, statements and records.
- Methods and techniques of evaluating and auditing programs.

Ability to:

- Accurately perform a wide variety of complex and specialized fiscal support work

for the Auditor's office.

- Perform general accounting duties with a significant degree of independence.
- Implement financial controls and administrative processes.
- Interpret, explain, and apply a variety of Auditor's Office and County policies, rules, and regulations.
- Utilize specific governmental accounting and property tax software, including expert level use of Excel.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Exercise significant responsibility in the development, maintenance, and control of the Auditor's Office fiscal operations.
- Gather, organize, analyze, and present a variety of financial data and information.
- Prepare, clear, concise and accurate financial records and reports.
- Use a personal computer and appropriate software for word processing, recordkeeping, and fiscal functions.
- Effectively represent the Auditor's Office in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Understand and carry out oral and written directions.
- Exercise good judgment and apply confidentiality as required in performance of assigned areas of responsibility.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS: Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

Education and or training equivalent to a Bachelor's Degree in Accounting, Finance, Business administration, or related field from an accredited college or university, and

Experience:

Three (3) years of increasingly responsible experience performing a variety of complex accounting and other specialized fiscal duties and responsibilities preferably in the area of government accounting or a closely related field, which included extensive knowledge and use of Microsoft Excel

Special Requirements:

Possession of an appropriate, current, and valid California Driver's License issued by the Department of Motor Vehicles.