County of

HENRICO

Virginia

Human Resources Department
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CLASS SPECIFICATION FOR
Treasury Supervisor

GENERAL STATEMENT OF DUTIES: Supervises the Delinquent Tax Section of the Finance Department in the collection of real estate and personal property taxes; or oversees the daily operation of the Cashier Section of the Finance Department's Eastern Government Center; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: A position in this class is responsible for supervising either the collections function of the Delinquent Tax Section at the Government Center or the everyday operation of the Finance/Cashier area at the Eastern Government Center. The incumbent demonstrates good knowledge of the scope and functions of the Department of Finance and of the interrelationships between the various sections of the department and the County in general, and is able to interpret laws, policies and rules and regulations relating to the department. The incumbent demonstrates the ability to converse with the public on difficult problems and concerns, referring only the most controversial matters to the supervisor. Work is performed under general supervision of the Treasury Supervisor.

EXAMPLES OF WORK (illustrative only):

—Supervises the Delinquent Tax Section in the collection and application of real estate and personal property tax payments;
—Oversees the day-to-day operation of the Eastern Government Center Cashier section in all phases of license, tax, decal and utility payment transactions;
—Reviews and signs employment liens and judgments on personal property accounts and works with other departments and the County Attorney to resolve problems on large accounts or prepare them for collection through the court;
—Supervises and evaluates staff;
—Researches information relating to tax accounts, computing penalties and interest as necessary;
—Operates the Credit Bureau machine to obtain information on current addresses and employment records;
—On a daily basis, settles computerized cash register system, prepares all bank deposits and codes and prepares work to go to Accounting and Data Processing;
—Provides tax, license, decal and other information and assistance to citizens, and prepares correspondence relating to this information;
—Acts for Treasury Supervisor in his/her absence;
—Prepares reports as scheduled or necessary;
—Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the laws and regulations governing tax assessment; considerable knowledge of credit and collection techniques; considerable knowledge of laws pertaining to the collection of delinquent accounts; good knowledge of record-keeping and office practices and procedures; skill in the operation and use of personal and mainframe computers; ability to supervise effectively; ability to establish and maintain effective working relationships with the public and with other agencies; ability to devise efficient work-flow and collection procedures; ability to work independently with little direct supervision; knowledge of or familiarity with automated systems and the ability to enter and retrieve data on a computerized accounts system; integrity; good judgment.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in accounting, business management or a related field and two (2) years of related work experience, including one (1) in a supervisory capacity; OR, graduation from high school and six (6) years of related tax assessment or tax collection work experience, including one (1) year in a supervisory capacity; OR any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

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