

REQUEST TO FILL VACANCY

Position Vacancy Senior Finance Assistant
Department Finance
Vacancy Result of: employee promoting

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

- 1. Job Description
- 2. Departmental Organizational Chart
- 3. Severance Payout Calculations for Terminating Employee (if applicable)

Vacation	\$	_____
Sick Leave	\$	_____
Employee Retirement Recognition	\$	_____
Other	\$	_____
Total	\$	_____

n/a

- 4. Explain the effects of leaving the vacancy until severance is accumulated.

n/a

- 5. Explain the effects of not filling the position or discussion of alternatives.

- 6. Provide description of departmental discussions about the vacancy.

- 7. Estimated length of time to fill the position after approval.

- 8. Any additional comments?

vacancy due to current senior finance officer moving into the Finance Officer position.

Tom Schuler
Department Manager

9-23-20
Date

Request for filling of vacancy: _____ Approved _____ Denied

Chairman, Brookings County Commission

Date

POSITION TITLE: Sr Finance Officer (Treasurer)
DEPARTMENT: Finance Office
REPORTS TO: Finance Officer
FLSA STATUS: Non-Exempt
WAGE GRADE: 7

DESCRIPTION OF WORK

General Statement of Duties

Performs general financial duties involved in the receiving, recording, and balancing of county funds as well as general administrative duties for the Finance Office.

Supervision Received

Under the direct supervision of the Brookings County Finance Officer and/or his or her designee.

Examples of Duties: (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade.)

- Serve as a receptionist greeting individuals, answering the telephone and entering data into the computer.
- Answer questions and inquiries and/or direct individuals to the appropriate personnel.
- Develop and maintain positive, professional relationships with the general public and other employees.
- Prepare correspondence to the public, other governmental agencies or departments as required.
- Does Daily balancing of Finance Office
- Maintains record of all monies in all bank accounts
- Works with Tax Certificate Auction
- Prepares Delinquent tax List for legal newspapers
- Maintains the advance and delinquent tax records for the County
- Does the investment policy transfers and keeps all records
- Works with the Finance Officer with taking Tax Deed to delinquent properties
- Processes all tax escrow payments
- Processes all credit card payments
- Operate modern office equipment to include computer, calculator, telephone, photocopier, fax machine, etc.
- Attend seminars, training and meetings as deemed necessary.
- Perform duties in a manner consistent with safe practices and policies.
- Perform other such duties and functions as deemed necessary

QUALIFICATION FOR APPOINTMENT

Required Knowledge, Skills, and Abilities

- Extensive knowledge of modern office practices, procedures, and equipment to include typewriter, copy machine, fax machine, calculator, etc.
- Knowledge of general computer programs such as internet explorer, MS Outlook, MS Word and MS excel, and MS windows.
- Knowledge of local, state, and federal laws pertaining to the functions of the County Treasurer's and Auditor's Offices.
- Knowledge of bookkeeping and filing procedures.
- Ability to make mathematical computations.
- Ability to demonstrate good written and verbal communication skills.
- Ability to maintain a professional relationship with the general public and other employees.
- Ability to demonstrate good organizational skills.
- Ability to display good customer service skills.
- Ability to be bonded as an employee of Brookings County.

Education

- High School Diploma or GED
- Additional education beyond a High School diploma, 2 year degree, associates degree

Experience

- Mid-level computer experience (word, excel, windows, outlook, internet explorer-data uploads, online reporting, scanning, attachments)
- Experience in higher level office duties (in addition to general office duties)
- Report generation, spreadsheets with formulas
- Experience with higher level financial duties (such as accounts payable, payroll, bookkeeping)
- Experience resolving customer complaints and high level customer service.

OR

Any equivalent combination of education and experience as is acceptable to the hiring authority.

Commission Chairperson

Date