

COLUMBIA COUNTY, OREGON  
JOB DESCRIPTION: **TAX AND GRANTS ADMINISTRATOR**  
DATE: 08/18/2010

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EXEMPT (Y/N):	Yes	JOB CODE:	CSC
DEPARTMENT:	Finance	CLASSIFICATION:	033
SUPERVISOR:	Finance Director	SALARY RANGE:	E 02
UNION (Y/N):	No	LOCAL:	NA

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**GENERAL STATEMENT OF DUTIES:** Supervise the activities involved in the efficient and smooth running of daily, monthly and annual operations of the collection of tax monies for the County and disbursement of tax revenues to taxing districts. Assure compliance with all aspects of property tax administration. For assigned portfolio of grants, assure timely and accurate preparation of required reports as well as fiscal compliance duties. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Plan, organize and supervise activities of the Tax Office, including designing/ mailing property tax statements, collection and recording of property tax payments, maintenance of the tax roll, foreclosure proceedings, collection of current and delinquent property taxes, computations of interest and discounts, assigning and training staff, recommending disciplinary action and providing recommendations on hiring or dismissal decisions.

Supervise and participate in the controlled handling of large sums of money, bank deposits and reconciliation of cash and computer postings, by tax years, to vast numbers of tax accounts.

Assure all aspects of property tax compliance are in order from processing changes from County Assessor, to roll corrections, refunds claims, compilation and preparation of detailed legal county property foreclosure list, filing of CAFFA application and reports, balance uncollected property taxes by code area, etc.

Maintain current knowledge and comprehension of laws and rules concerning property tax collection and disbursement of said monies to taxing districts. Under the direction of the Director, confer with officials from other counties and the State for the purpose of coordinating programs and uniform procedures and obtaining information related to new laws and legal opinions.

Assure that financial data of grants contracts approved by County are efficiently and accurately tracked in the accounting system.

For portfolio of assigned grants (as different County Departments require different levels of grant support from F&T), prepare grant expense claims, fiscal reports, revenue requests, and other analytical and financial reports.

For programs supported by multiple grants and revenue streams, and as required by division of labor across County Departments, maintain systems that assure allowable expenses are assigned to the proper grant(s), optimal fund matching combinations are pursued and preferred timing for retiring grants within a larger program are achieved.

Assist program staff in translating their grants to the County budgeting structure and process.

Wherever possible, become involved in the development of grant budgets prior to submission.

Maintain compliance files as required. Develop a comprehensive filing system and records on all County grants, from the grants requiring significant Finance involvement to small private grants with little need for active Finance resources and everything in between.

Work with other F&T staff to coordinate appropriate vendor files, assure complete contracts files, increase accuracy in recording revenue appropriately when funds are received, and create a system to identify a "Primary" within Finance for every grant received by the County.

Work with program and other support departments in the County to assure, particularly in the case of large dollar and/or long duration grants, strong exchange of information and clarity for the division of labor regarding support service needs from inception to close of the project.

Develop and maintain a high degree of knowledge and understanding of all regulatory and statutory requirements in the fiscal administration of County grants from diverse federal agencies and programs including FEMA, Dept of Justice, FTA, Dept of Energy and Community Development Block Grant programs.

Attend meetings and conferences as required.

For assigned internal controls areas, assure that County has documented controls and that staff is working in a manner consistent with those policies.

Create and maintain process documentation for all County processes conducted on routine basis in accordance with Continuity of Operations Planning (COOP) standards.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Limited supervision over a small number of employees, usually not exceeding two, engaged in clerical, bookkeeping and auditing functions, to the extent of organizing, assigning and reviewing work and reporting performance issues to the Director.

**SUPERVISION RECEIVED:** Work under the general supervision of the Director of Finance and Taxation who provides policy and administrative direction and reviews performance.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in the field of accounting or related area plus five years of progressively responsible experience in areas of essential duties or an Associate's degree in the field of accounting or related area plus ten years of progressively responsible experience in areas of essential duties. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be accepted.

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of tax collection procedures, Oregon tax law, calculation of tax bills and interest and accounting principles and practices. General knowledge of office practices and procedures and the principles of supervision. Familiarity with the use of personal computers and business software such as word processing with an extensive knowledge of spreadsheet applications.

Ability to effectively supervise and direct the work of tax/accounting clerks and other clerical employees. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately. Ability to act independently in the absence of supervision and instructions. Ability to prioritize and accomplish quickly and efficiently a large number of diverse tasks. Ability to communicate effectively both verbally and in writing.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of files, books, equipments, etc. seldom exceeding 20 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.