

ADMINISTRATIVE COORDINATOR - REVENUE

Department: Revenue Department

Job Code: 154

Pay Grade: 108

FLSA Status: Non-Exempt

Reports To: Assessment & Collections Administrator

JOB SUMMARY

The Administrative Coordinator, Revenue, prepares and maintains a variety of records and reports for the Revenue and Mapping & Appraisal Departments. Manages education requirements, classes, and registration for employees. Prepares department payroll records and timesheets for Revenue and Mapping Appraisal departments.

ESSENTIAL JOB FUNCTIONS

- Prepares daily cash count reports.
- Reconciles daily deposit reports
- Prepares departmental payroll records and timesheets for Revenue and Mapping & Appraisal departments.
- Assists with budget preparation for Revenue and Mapping & Appraisal departments
- Prepares periodic financial and statistical reports and ensures account balances.
- Reconciles bank accounts no less frequently than monthly.
- Reconciles and verifies depositing reports, credit cards, and related records with banking records in Assurance software program.
- Oversees processing of invoices and monitors expenditures of departmental funds.
- Monitors budgets and related reports.
- Maintains inventory and fixed asset records for Revenue and Mapping & Appraisal Departments.
- Updates employee records, fleet inventory, vehicle maintenance records, insurance records, etc. as needed.
- Maintains fixed asset assignments to employees.
- Manages education requirements, classes, and registration for Revenue and Mapping & Appraisal departments, including booking of classes, and accommodations.
- Purchases and manages office supplies as directed.
- Obtains and monitors purchase orders for Revenue and Mapping & Appraisal departments, as well as, verifying receipt of purchases.
- Reconciles purchase orders and requisitions with budget reports.
- Assists Assessment & Collections Administrator, as needed, in establishing and maintaining fiscal records (both physical and digital records).
- Makes public presentations as directed.
- Manages document retention and disposal process.
- Assists in training employees.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate's degree in business administration, public administration, accounting, or a related field and three (3) years of experience in clerical work involving accounting records, or an equivalent combination of education and experience.

Licenses or Certifications:

- None

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of basic accounting and bookkeeping.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of basic filing systems and coding methods, including alphabetical and numeric, indexing methods, etc.
- Knowledge of the departmental and personnel policies and procedures.
- Knowledge of the Code of Alabama as it pertains to assessment of taxes on real estate, manufactured homes, business personal property, and collection of taxes.
- Knowledge of Business English, spelling, and arithmetic.
- Knowledge of personal computers, operating system, and software.
- Ability to communicate both verbally and in writing.
- Ability to read and comprehend laws, regulations, departmental rules and regulations, and procedures and instructions.
- Ability to understand verbal instructions and directions.
- Ability to operate basic office equipment, including PC's.
- Ability to balance money collected daily.
- Ability to perform moderately complex mathematical calculations with a calculator.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to interact with the public and provide information in a polite and efficient manner both in person and on the telephone.
- Ability to perform data entry at an error free rate equivalent to 40 words per minute.
- Ability to make decisions in accordance with precedents and regulations and apply them to work situations.
- Ability to manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements.

PHYSICAL DEMANDS

The work is light and requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following additional physical abilities are required: sufficient manual dexterity to handle paperwork, operate a computer, telephone, copier, and other related office equipment. Speaking at a level to convey information, hearing at normal speaking levels, mental acuity, repetitive motion, reaching, lifting, standing, stooping, and walking. Visual acuity at a level to view computer terminal, analyze data, read extensively, and at a level to determine accuracy and thoroughness of work assigned.

WORKING CONDITIONS

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.