

HALL COUNTY TREASURER'S OFFICE

BOOKKEEPER

NATURE OF WORK

Under supervision of County Treasurer and Deputy County Treasurer performs varied and moderately difficult clerical work involving preparation and processing of records and reports; learns and interprets rules and regulations; maintains all county accounting records, except accounts payable and payroll; plans and organizes all phases of daily bookkeeping duties; coordinates the assigned functions with other departmental operations; work involves making independent operating decisions based upon experience and knowledge of departmental operations; technical or policy problems are discussed with administrative officials and change in operating procedures are subject to their approval.

EXAMPLES OF WORK/ESSENTIAL FUNCTIONS

Run motor vehicle reports and prepare worksheet to balance motor vehicle department individual (9) cash drawers
Recount each motor vehicle drawer in MV office to make sure each drawer balances with the worksheet
Prepare each individual motor vehicle drawer with correct starting cash balance for the following days work
Recheck daily motor vehicle reports to AS400 State computer totals to balance, if needed find errors to balance sales tax, penalty, interest and tire collections. Once in agreement reports are run in order to record motor vehicle data records in the bookkeeper's daily records
Recount individual motor vehicle drawer money, separate checks and sales tax forms; balance money to motor vehicle report
Prepare checks for scanning and making online deposit of checks (examine all motor vehicle checks for any discrepancies, expired check dates and endorsements)
Store checks that were scanned in vault and shred checks after 60 days
Prepare real estate departments checks for daily deposit either by typing manually in computer or scanning for electronic deposit
Issue Misc receipts for all county offices and public and running misc reports for county & city offices, public & auditors
Enter all daily records in computer and worksheets for motor vehicle, real estate, driver's license, misc receipts, redemptions, tax sales, partial payment, disbursements, and bank and money market accounts
Shred sensitive materials
Code and post all revenue into a data entry device;
Performs routine posting, elementary bookkeeping, or related clerical work;
Prepares periodical and complex financial reports;
Maintains all county general ledger accounts;
Closes books monthly, preparing the monthly distribution reports for various governmental entities;
Run uncollected district totals report and get months correction list from assessor and balance
Verifies all real estate receipts, motor vehicle registrations and motor vehicle titles are accounted for, put in numerical order
Adhere to and follow State Statutes
Answers the telephone, direct caller, take messages or provides appropriate information
Compute charges such as interest and fees
Retrieve records up to 12 feet high; move and lift boxes of records or books from the floor to shelving up to 12 feet high;

EXAMPLES OF WORK/BI-MONTHLY OR MONTHLY WORK

Post real estate, personal property, misc receipts, motor vehicle, driver's license, partial payments, tax sales, redemption fees, disbursements, journal entries and special district files including homestead, property tax credit and in lieu of tax
Issue payout sheet balances to area county officials, airport, NRD's, Community College, schools, area city and villages, fire depts., agricultural society, Nebraska State Treasurer, Nebraska Dept of Revenue

Prepare Nebraska Dept of Revenue reports for payments for motor vehicle and boat sales tax, penalty, interest and tire fees

Prepare Trial Balance reports with each month transactions to be issued along with the payouts

Copy & scan monthly payout sheets for all entities

Prepare for electronic deposit of State of Nebraska motor vehicle monies collected each month along with title fees

Work with Thomson Reuters and State of Nebraska Dept of Motor Vehicles on any problems with titles & motor vehicle fees or posting errors before payouts can be processed

Run month end reports or semi-annual reports to file in vault including all transactions for the month

Run Receivables and Uncollected District Totals Report and balance them to previous month's report

Reconcile all Bank statements each month

Prints Semi-Annual financial report for the local newspaper and prepares letter for board of supervisors

File Treasurer's bonds for all school districts and notify them when the bonds are expiring

EXAMPLES OF WORK/YEARLY

Prints trial balances for school districts, cities and villages, fire districts, ag society to do audits for accountants

Roll over new motor vehicle tax rates

Create new districts or delete any that are dissolved or consolidated

Creates any new funds or functions for upcoming tax year

Update all funds with newly approved levy amount for upcoming tax year and make necessary changes

Prepare Tax due date table, assigned number table

Print homestead exemption reports, property tax credit report and receivables report for new tax year

Check distribution rates

Print out distribution rate report and proofreads to make sure that the levies are correct in the computer

Run District totals report and balance to Assessor's report once new tax year is rolled over

Build files in District Distribution program for homestead, property tax credit and in lieu of tax so that collections are distributed correctly to each taxing district

Calculate Distribution of motor vehicle pro-rate, carline and in lieu of when received from State Treasurer

NON-ESSENTIAL FUNCTIONS

Issues drivers license, school permits, learners permits and identification cards;

Collects payments for Real Estate and Personal Property Tax and Miscellaneous payments;

Balances daily receipts with cash and enter on daily balance sheet for Real Estate and Motor Vehicle Department;

Maintain ongoing percent of unpaid tax report per Tax List Corrections;

Performs related work as required

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of modern office methods and record keeping;

Knowledge of basic bookkeeping procedures and modern accounting practices and procedures;

Ability to make mathematical computations with speed and accuracy;

Ability to follow written and oral instructions and to maintain cooperative working relationships;

Ability to operate a variety of computer consoles and peripheral equipment;

Ability to read and write English and numerals with accuracy and legibility;

Ability in dealing with the problems of subordinates and the public

Knowledge and operation of a variety of office machines using typing skills.

Knowledge of scanning checks and making online deposits

WORKING CONDITIONS

Normal office hazards are encountered, i.e., prolonged sitting, data entry, stooping; along with the stress derived from dealing with the public and changes in office routine and Nebraska State Statutes.

MINIMUM QUALIFICATIONS

High School Graduate supplemented by courses in bookkeeping or accounting and typing and experience in clerical accounting work, or any equivalent combination of training and experience which provides the desirable knowledge, skills and abilities.

Approved by: _____

Date: _____

Bookkeeper

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