



# CASCADE COUNTY

## Job Vacancy Announcement

*Submit all application materials to:*  
Cascade County Human Resources Department  
325 2<sup>nd</sup> Ave N #108  
Great Falls, MT 59401

*Applications available at the Cascade County Human Resources Dept., [www.cascadecountymt.gov](http://www.cascadecountymt.gov) or Job Service.*

*Position: Assistant Revenue Account Manager*  
*Schedule: Full-time with Benefits*  
*Department: Treasurer's Office*

*Salary: \$19.50-20.70 per hour DOE*  
*Closing Date: Open Until Filled*  
*Department Administrator: Diane Heikkila*

### **Education/Experience/Training:**

- Bachelor's Degree in Accounting, Finance or closely related field or
- Any equivalent combination of education and/or experience totaling four (4) years which demonstrate a proficiency in governmental accounting sufficient to perform the essential duties and responsibilities of the position.

### **Certifications:**

- Valid Driver's License issued by the State of Montana.

### **JOB SUMMARY**

The Assistant Revenue Account Manager (Assistant Manager) at the Cascade County Treasurer's Office (Treasurer's Office) is responsible for tracking, monitoring and inspecting all revenues and disbursements for the school districts, fire districts, water districts, sewer districts, irrigation districts and cemetery districts in Cascade County. This position requires strong organizational skills, attention to detail, accuracy, timeliness and the ability to maintain a high-level of confidentiality while dealing with sensitive information. The Assistant Manager duties include preparing monthly general ledger and detailed recap reports, processing revenue checks and electronic fund transfers (ETF's), preparing year-end reports, computing, compiling and tracking disbursements/monies, resolving account issues and reconciling statements, processing tax revenue distributions, balancing taxes, receipts and subaccounts, preparing reports as needed for annual audits and performing a high level of accounting duties to expedite the daily process and statutory obligations of the County Treasurer. The Assistant Manager will advise the Treasurer on issues related to the General Ledger and perform extensive data entry and other duties as required or assigned.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

Tracks, monitors and inspects all revenues and disbursements for the school districts, fire districts, water districts, sewer districts, irrigation districts and cemetery districts in Cascade County; Prepares monthly general ledger and detailed recap reports showing revenues, disbursements, investments, transfers and remittances for the month and year-to-date; Processes revenue checks and electronic fund transfers to cities and the State Treasurer, as well as distribution of monies held in trust; Advises the Treasurer regarding issues/problems related to and/or appearing in the General Ledger; Prepares year-end reports on all cash/revenue activity and long-term debt for the County Auditor's budget supervisor; Computes totals of all disbursements from the Treasurer's Office checks and ETF's; Compiles and tracks monies received from property taxes, assessments and cash receipts into database system; Resolves problems involving cash, overpayments and refunds; Reconciles all County disbursements with monthly bank statements; Processes, balances, apportions and distributes all tax revenues through the distribution process to the individual government taxing units in the County and maintains accurate records of interest earned on investments; Balances, posts and distributes property taxes; performs daily and/or weekly balancing of receipts with revenue and petty cash; Prepares balancing reports and documents as needed to complete annual audits and coordinates and cooperates with independent auditors; Makes policy development recommendations with regard to compliance activities and perform skilled duties and activities as needed to support the Treasurer's Office operational needs; Participates and functions as a productive and contributing member of the Treasurer's Office team; Creates and maintains a high-performance environment characterized by positive leadership and strong team orientation; Accesses and works with sensitive information while maintaining and adhering to strict confidentiality rules, regulations, guidelines and standards; Maximizes use of computer programs to improve efficiency and management of operations, with good basic computer knowledge and skills; Develops, plans and schedules to meet and accommodate unexpected situations and changing circumstances; Communicates with personnel throughout the County, schools, financial institutions and the general public to coordinate activities and resolve problems; Monitors and directs adherence to State and Federal regulations; Ensures compliance with fiscal requirements and other legal rules and regulations; Assists in maintaining and updating various office standard operating procedures and policies; Attends meetings, conferences, seminars and trainings as authorized and directed; Prepares and maintains necessary records and reports; Balances cash room daily; Processes daily deposits to the Treasurer's Office; Performs various data entry activities; Performs other duties as required or assigned.

***Knowledge and understanding of:***

Responsibilities and functions of the Treasurer's Office; County/Treasurer's Office policies and procedures and related state and federal statutes; Accounting and finance principles and practices; Advanced statistics and mathematical calculations; English usage, spelling, grammar and punctuation; Microsoft Office Software, Word, Excel, Outlook, Kronos, New World and other computer applications/software related to the position; Word processing, data entry, managing files and records and other office procedures and terminology; County/Treasurer's Office safety rules, procedures and practices.

***Ability to:***

Proficiently and efficiently operate a computer to complete required job duties; Apply a high degree of attention to organization, detail and accuracy; Perform a wide variety of public relations tasks with accuracy and speed under the pressure of time-sensitive deadlines; Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology; Prepare accurate and reliable reports containing findings, recommendations and technical documentation; Manage and complete multiple tasks under fixed time lines; Evaluate and assess office resources as needed; Organize tasks and work environment to maximum efficiency; Establish and maintain close cooperative working relationships with the Treasurer, Board of County Commissioners, other elected officials and department heads, Budget Officer/Grants Coordinator, Accounting Manager, department employees, federal and state agencies, private agencies, banks and the general public; Interact with the public or other employees in a professional, respectful and courteous manner; Interact with challenging individuals and display sound judgment under stressful situations; Communicate well with others, in both technical and non-technical terms, in a professional and effective manner both orally and in writing; Respond promptly to requests for service and assistance; Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions; Adapt to interruptions, equipment failures, unusual demands or changing priorities; Multi-task and maintain concentration during frequent interruptions; Meet challenges with resourcefulness through original thinking and creativity; Exercise sound judgment and decision-making skills within established standards, policies and procedures; Identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements; Identify, analyze and address problems and trends in a timely, efficient and equitable manner; Maintain strict standards of confidentiality while handling confidential and sensitive information; Coordinate, analyze and utilize a variety of reports and records; Work independently and as a team member with minimal supervision; Follow verbal and written instructions; Analyze and compile information; Demonstrate punctuality and observe established work hours; Accept responsibility and be self-motivated; Work collaboratively with supervisors and co-workers; Observe established lines of authority; Follow verbal and written instructions; Occasionally work outside normal hours as assigned.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.

***Notice to Applicants:*** Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**