

County of
HENRICO
Virginia

CLASS SPECIFICATION FOR
Treasury Supervisor

GENERAL STATEMENT OF DUTIES: Plans and supervises the work of revenue collections for the Department of Finance and oversees the Finance Department functions at the Eastern Government Center; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this single-position class is responsible for supervising account collection, cashiering, vehicle license and delinquent tax collection functions on a large scale and in an efficient manner with a view toward providing prompt and high-level service to taxpayers and other County customers. The work is performed under the general supervision of the Treasury Finance Division Director, who outlines general policies and procedures to be followed. Immediate supervision is exercised over the work of a number of clerical and collection employees and the Assistant Treasury Supervisors. The incumbent also holds oversight of the development, maintenance and upgrading of the automated system in the section. The employee demonstrates comprehensive knowledge of managerial theory and practice and all appropriate federal, State and County codes and regulations.

EXAMPLES OF WORK (illustrative only):

- Exercises general supervision over the staffs of the different Treasury units and plans and coordinates training of employees;
- Plans and coordinates the accomplishment of such administrative functions as activity reports, section budget preparation and monitoring, section payroll preparation and code revisions;
- Oversees the development, maintenance and updating of the automated system in the section;
- Supervises the billing and/or collection of a variety of taxes, including income, personal property and real estate;
- Oversees the work of and provides guidance and direction to the Assistant Treasury Supervisor over Finance Department functions at the Eastern Government Center;
- Assists taxpayers at the counter in the solution of complex and/or unusual tax problems and answers difficult questions that arise;
- Responds to technical inquiries posed by taxpayers, auditors, accountants, attorneys and business representatives;
- Researches highly technical questions and concerns, analyzing and evaluating data, preparing reports and supporting documents and making presentations;
- Assists internal and external auditors at the close of the fiscal year, providing figures and other information required;
- Supervises the processing of State income tax collections and the preparation of billings for quarterly estimated State income tax installments;
- Oversees the setting up of section records and record-keeping practices and recommends/implements changes in process and record-keeping as warranted;
- Processes real estate tax bills for mortgage loan companies;
- Directs the preparation of a variety of periodic and special accounting reports for submission by the Director of Finance to the County Manager and State Treasurer;
- Performs related work as assigned.

Treasury Supervisor (continued)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of State and County codes and regulations pertaining to the various taxes and fees collected and fiscal-accountability reports required; considerable knowledge of managerial theory and practices; proven supervisory skills; comprehensive knowledge of and familiarity with all relevant codes, regulations and laws; comprehensive knowledge of accounting practices and principles; excellent oral and written communications skills; proven ability to collect and organize facts effectively; extensive knowledge of and familiarity with automated systems; proven skill in the use of a personal computer and extensive knowledge of and ability effectively to use commonly utilized business software; excellent research and presentation skills; ability to evaluate and analyze data and to prepare concise and effective reports and presentations; proven leadership skills; ability to meet and deal effectively with accountants, attorneys, business owners and taxpayers and to enforce codes and regulations with firmness, tact and impartiality.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in accounting, business administration, or a related field and four (4) years of professional accounting, collections work or related experience, including two (2) years in a supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.