

LANCASTER COUNTY REAL ESTATE MANAGER

NATURE OF WORK

This is responsible managerial work coordinating, directing and supervising the activities of the Real Estate division.

Work involves planning, organizing and evaluating the work performed by subordinate personnel, coordinating office work flow and assisting in the development and administrating the operating policies and procedures for the Treasurer's Office. Work also involves managing the Real Estate accounting functions to ensure proper accountability and reporting of financial transactions processed through the Treasurer's Office. The individual within this classification is responsible for personnel activities including processing payroll, requisitioning and arranging interviews, planning new employee training and maintaining office supply inventory.

This individual is expected to demonstrate independent judgment and autonomy in managing day-to-day work operations. Supervision is exercised over all subordinate accounting staff. General supervision is received from the Deputy County Treasurer.

EXAMPLES OF WORK PERFORMED

Coordinate the service provision and work flow activities of the main office; plan, organize and evaluate the work performed by subordinate personnel; develop work schedule to meet required deadlines; expedite workflow and arrange new employee training; assist in developing and administering the operating policies and procedures.

Oversee the collection of taxes, fees as well as the distribution of funds to state agencies, other county agencies and political subdivisions; determine the need for investment action and transfer monies as needed; organize and maintain the division's computerized and written financial statements and documents.

Process payroll for all Real Estate, Driver's Licensing and Motor Vehicle personnel; maintain payroll and personnel records for the Real Estate division; provide technical guidance in resolving customer problems or questions.

Order and maintain office supply inventory and equipment; prepare routine financial and budget reports, as directed; participate in special projects as assigned.

Oversee the preparation for the tax sale and supervise the processing and balancing of annual tax sale financial transactions; oversee the proofing, balancing and reconciliation of the annual tax certification process and registration process; implements office procedures for bankruptcy, foreclosure and tax deed's processing according to statutory guidelines.

Prepare audit reports and statistical work for fund balances, customer payment activity, receipts, disbursements, bank balances and online activity.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of government accounting principles and practices including their application to public budgets and accounting.

Thorough knowledge of modern office practices, procedures, equipment and clerical techniques.

Considerable knowledge of automated financial systems and their applications to public accounting.

Knowledge of applicable laws, regulations, statutes and procedures governing the receipt and expenditure of public funds.

Ability to plan, organize, supervise and evaluate the work of subordinate staff.

Ability to apply advanced accounting principles to the maintenance of fiscal and accounting records.

Ability to make complex and varied mathematical computations and tabulations with speed and accuracy.

Ability to establish and maintain effective working relationships with coworkers, County officials, banking representatives and the general public.

Ability to communicate effectively both orally and in writing.

Ability to organize and maintain computerized and written complex financial records.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in business administration, accounting or finance plus four years of experience in reconciling fiscal records including tow year of experience supervising clerical or accounting personnel or any equivalent combination of training or experience that provides the desirable knowledge, abilities and skills.

2/15

PS2930