



Winnebago County

The Wave of the Future

JOB POSTING

POSITION TITLE: Financial Associate I

LOCATION: Treasurer's Office

HIRING RANGE: \$17.81-\$19.63/Hr.

STATUS: Full time

HOURS PER WEEK: 37.5

WORK HOURS: 8:00 am – 4:30 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION *March 2023*

POSITION TITLE: Financial Associate I

DEPARTMENT: Treasurer's Office

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Performs collection duties with an emphasis on reducing delinquent real estate taxes and assisting taxpayers. Manages the day-to-day requirements of an office – answering phones, customer service, trouble shooting, data entry, processing mail, correspondence, etc.

ESSENTIAL FUNCTIONS:

1. Processes real estate tax payments and general payments from the public and verifies department deposits using the Ascent Land Records and MUNIS financial systems.
2. Counsels taxpayers regarding taxes, calculates and negotiates tax payment schedules to reduce delinquencies and keep taxpayers out of risk for tax foreclosure. Monitors and periodically audits schedules, contacting taxpayers when necessary for late or missed payments.

3. Assists the public with inquiries regarding property taxes, assessments, interest, etc. at the counter and over the phone.

ADDITIONAL ESSENTIAL DUTIES:

1. Creates, sends, and maintains check deposits using bank remote check capturing system.
2. Ensures property taxes are paid prior to authorizing Certified Survey Map requests as well as verifying the parcel number(s) and location of property is correct.
3. Conducts yearly Lottery and Gaming credit audits, handles general inquiries and assists in state audits of the same nature when applicable.
4. Performs other duties as assigned.

WORK RELATIONSHIPS:

1. Reports to County Treasurer.
2. Works regularly with the public as well as outlying departments processing deposits and other requests.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. High School graduation or equivalency.
2. A minimum of two years' work experience in data entry, handling and processing tender, including substantial experience in performing services to the general public.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of property tax laws pertaining to payment dates, collections, interest, and penalties.
2. Knowledge of collection techniques and procedures.
3. Ability to count and process large sums of money effectively and efficiently.
4. Strong written and verbal communication skills including listening skills.
5. Computer skills including familiarity with Microsoft Office applications and ability to learn and use MUNIS financial system and Ascent Land Records tax system.
6. Ability to establish and maintain good working relationships with fellow employees.
7. Flexibility to change work hours and work overtime when necessary.
8. Ability to calculate amortized payment schedules that include principal and interest for a specific period of time.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, 10-key calculator, photocopier, and scanner.