

PROPERTY TAX MANAGER

Definition

Under general direction, to manage the activities of the Tax Apportionment Division in the Controller-Treasurer's Office.

Typical Tasks

- Develops, implements and maintains systems, procedures and policies;
- Maintains effective communication and acts as a liaison to County departments and taxing jurisdictions on matters relating to tax apportionment issues;
- Supervises reconciliations of all tax apportioned fund balances to ensure they are performed at appropriate times to support property tax distributions;
- Analyzes, evaluates and coordinates systems programs and formulation and makes appropriate recommendations to management relating to systems implementation in assigned area of responsibility;
- Selects, trains, evaluates, disciplines and counsels staff;
- Creates, establishes, revises and maintains written policies, procedures, and job instructions for all aspects of the tax apportionment process;
- Maintains a cross-training program for staff development that provides backup support for the functions within the unit;
- Maintains effective communications with external agencies, including cities, schools, and special districts, and assures appropriate documentation relating to proper tax issues is distributed timely to those agencies;
- Develops and maintains controls to ensure property tax apportionments, related schedules and work papers are computed accurately and timely;
- Performs related work as required.

Employment Standards

Sufficient education, training and experience to demonstrate possession of the knowledge and abilities listed below.

Experience Note: The knowledge and abilities required to perform this function are typically attained through possession of a Bachelor's degree in Accounting, Business Administration or closely related field and four (4) years of increasingly responsible professional experience in auditing or accounting, including at least two (2) years of experience equivalent to an Accountant III in Santa Clara County.

A valid California Driver's License is required prior to appointment and the ability to qualify for and maintain a County Driver's Permit.

Knowledge of:

- General and governmental accounting principles and practices;
- Principles of supervision, personnel management and training;
- Laws and regulations governing property tax apportionments;
- Automated fiscal/financial information systems, applications and terminology.

Ability to:

- Apply auditing, accounting, computer and management principles;
- Apply laws and regulations governing property tax apportionments;
- Communicate effectively through both verbal and written means including the production of operations manual, covering personnel issues, preparing memos and responding to inquiries from outside agencies;
- Write clear and concise reports including financial analysis and reporting;
- Establish and maintain effective working relationships with functional as well as technical staff;
- Plan, organize, and direct the work of professional and clerical personnel;
- Solve administrative problems involving technical accounting and tax regulation changes.

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