



POSITION DESCRIPTION

Finance Assistant Finance Department

Job Title: Finance Assistant
Department: Finance Department
Reports To: Finance Director

Revision Date: February 22, 2024
FLSA Status, Category: Non-Exempt
Established: March 2017

SUMMARY: Apply principles of accounting to compile, analyze, record, and document financial information and transactions. Generate accounts payable expense payments. Process the balancing and distribution of all collections due to government agencies in accordance with Florida Statutes to include property taxes, motor vehicle and Driver License fees, concealed weapons application fees, and hunting and fishing license fees.

MINIMUM QUALIFICATIONS:

- Requires high school diploma, or equivalent.
- Meet criteria to become a Notary Public.
- BCTC relies heavily on technology to run its business; therefore, all team members are required to have proficient computer skills. These proficient skills include knowledge of creating folders, saving and retrieving files, e-mail (Outlook), MS Office (Word and Excel), using web browsers such as Google Chrome and/or Internet Explorer, document imaging, along with operating a keyboard, mouse, scanner, printer, copier, calculator, and fax machine.
- BCTC enforces a drug-free workplace policy. Applicants in safety-sensitive positions are required to be drug tested prior to employment. Under certain circumstances, employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the employee Handbook and set forth in the Drug-Free Workplace Policy, available through the Human Resources Department and the organization's website at www.baytaxcollector.com
- Compliance with minimum standards for screening as outlined in the REAL ID Act (6 CFR 37.45, 49 CFR 1572.103) and Commercial Driver's License Program DOT (49 CFR 384.228).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform accounting and administrative work in accounts payable, accounts receivable and general bookkeeping operations.
- Create and maintain vendor records in accounting system and maintain relationships with vendors.
- Assist with scheduling for the preventative maintenance, cleaning and general upkeep of all BCTC vehicles as prescribed in the Vehicle Use and Maintenance procedure.
- Assist in performing a variety of financial services, including but not limited to budgeting, revenue projections, payroll, general accounting and cash receipt and disbursement.
- Assist with managing records for the financial operations, such as filing, search requests, records retention, etc.
- Maintain analytical spreadsheets as required through the use of Excel.
- Balance, process, distribute and maintain records of all distributions of funds, including reports and checks.
- Use the principles and practices of general, governmental and fund accounting.



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- Assist with balances and reconciles general ledger accounts.
- Process claims and vouchers for payment.
- Assist in the preparation and justification of the budget and expenditures
- Prepare correspondence using correct business English, spelling, grammar and punctuation as required and in coordination with the Finance Director
- Keep abreast of legislative changes and legal issues involving County government.
- Assist in the development, preparation, and submission of financial statements and reports.
- Attend seminars or other required training scheduled to enhance job knowledge.
- Represent the Office of the Tax Collector with the public, boards, commission and representative of other government agencies as delegated.
- Assist in the preparation and maintenance of procedure manuals for each area dealing with the Finance Department.
- Perform, under the direction of the Finance Director or Finance Officer, work assignments and sets priorities for special projects, sets and meet all important dates and deadlines.
- Attend various types of meetings as directed by the Finance Director, representing the Office of the Tax Collector with the public, boards, commission, and representative of other government agencies as delegated.
- Ensure the safety and sanitation of the physical office area also ensuring the security and maintenance of all office equipment.

COMPETENCIES:

- **Continual Learning/Self-Management:** Takes responsibility for own career, pursuing self-development through actively seeking learning in areas beyond current technical expertise, seeks challenging assignments, and engages in opportunities for self-improvement using a variety of learning approaches.
- **Customer Service:** Gains customer confidence through competence, good communications and trust, following through on customer questions, request and complaints, responding promptly and efficiently to request for help, information and services in a tactfully and courteous manner, and recognizes coworkers as customers and treats all with respect and consideration.
- **Flexibility/Adaptability:** Demonstrates openness to changes, adopting a positive attitude to new demands and is optimistic and accepting of necessary change, remains open to others' ideas and exhibits a willingness to learn and use new procedures and technology, smoothly handles multiple demands, willing to work in all office locations.
- **Integrity & Honesty:** Behaves in an honest, fair and ethical manner, accepting personal responsibility not shifting blames to others, acts out of motivation to do the right thing, keeps organizational and personal information confidential where required and/or appropriate and refrains from spreading gossip.
- **Interpersonal Skills:** Treats others with courtesy, sensitivity and respect maintaining confidentiality, maintains effective working relationships with fellow team members, other agencies and the public, considering and responding appropriately to the needs, feelings and capabilities of different people, seeking to understand the culture, beliefs, values, biases, preferences, and other drivers of behavior in



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oneself and others, avoids jumping to conclusions, demonstrates discretion and tact when correcting or questioning another's ideas or action.

- **Written/Oral Communication:** Edits work for spelling and grammar, presents data effectively and is able to read and interpret written information, prepared to listen to other views, speaks in a way that is understandable to others and appropriately uses gestures, eye contact and vocal pitch to positively impact a message, makes clear and convincing oral presentations to individuals and small groups.
- **Problem Solving:** Identifies and works toward resolution of customer issues, within the context of own job, working to fix the problem, knowledge of where to locate information and whom to ask for assistance.
- **Public Service Motivation:** Exhibits the integrity and ethics expected of a public servant, demonstrating good citizenship in the workplace and community, projecting a positive image at work and in the community and models and supports the Bay County Tax Collector's values, mission and vision.
- **Resilience:** Balances priorities at work with personal life concerns and wellness, effectively deals with pressure, remains optimistic, tolerates change, seeks support during a crisis and quickly recovers from setbacks.
- **Decisiveness:** Makes effective and timely decision, even when data are limited or solutions produce unpleasant consequences and takes responsibility for own decisions.
- **Influencing & Negotiating:** Builds positive relationships throughout the immediate workgroup and with key members of other workgroups and expresses empathy and earns the trust of others.
- **Team Building:** Inspires and fosters team commitment, spirit, pride and trust actively contributing to the development of teamwork group goals and works toward the accomplishment of those goals, supporting team decisions and valuing the talent of others.
- **Technical Credibility:** Understands and appropriately applies principles, procedures, requirements, regulations and policies related to specialized expertise.
- **Professionalism:** Exhibits appropriate dress and demeanor of personal self and maintains a clean, neat and orderly work area.
- **Dependability:** Arrives to work and returns from lunch or break on time. Follows instructions and responds to directions in a respectful manner.
- **Reasoning Ability:** Ability to interpret and apply common sense understanding to carry out instructions furnished in written and oral form. Deal with complications involving several concrete variables in standardized situations.

SUPERVISORY RESPONSIBILITIES: None

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must possess a valid driver license
- Notary

PHYSICAL DEMANDS/WORK ENVIRONMENT: The physical demands & work environments described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, but not necessarily inclusive of all activities.



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- Physical activities: stand, walk, sit, stoop, kneel, and use hands to finger, handle, or feel, reach with hands and arms, lift up to 15 pounds, talk and hear, visual acuity (i.e. seeing up close, seeing far away, depth perception), pushing, and repetitive motions.
- Ability to work in a climate controlled environment with a moderate noise level typical of normal business office with computers, printers and light foot traffic.

TERMS OF EMPLOYMENT:

- Hours: It is understood that regularly scheduled office hours will be kept by all personnel. Attendance is an essential function and requirement of employment.
- Work Schedule: will work a scheduled 40 hours work week, exclusive of lunch hours, but may be required to flex work hours or incur overtime.
- All employees may be assigned to any Bay County Tax Collector’s Office.

ADA: Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions in compliance with the Americans with Disabilities Act.

DISCLAIMER:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

All employees serve at the pleasure of the Bay County Tax Collector. The Tax Collector as an elected, Constitutional Officer retains the right to make personnel changes and decisions deemed necessary to carry out the duties of the office and serve the people of Bay County.

The content of this position description has undergone the appropriate reviews and it correctly represents the job and its requirements.

Director Signature:		Date:	
HR Signature:		Date:	
Tax Collector Signature:		Date:	

----- Receipt for Position Description -----

I _____, acknowledge that I have read and received a copy of my position description and fully understand the expectations described therein.

Employee Signature

Date