



COUNTY OF MODOC

Treasurer and Tax Collector

204 S. Court Street

Alturas, California 96101

(530) 233-6223 Office

(530) 233-4808 Fax

CHERYL KNOCH

Treasurer-Tax Collector

Employment Opportunity

One Position: Chief Deputy Treasurer-Tax Collector

Range 320 (\$5,389-\$8,363 monthly)

(\$64,668 - \$100,356 yearly)

Deadline to Apply Open until filled

This is a full supervisory and management class for providing day-to-day direction, supervision, and oversight of the functions of the County Treasurer-Tax Collector's Office.

Duties: Assist the Treasurer-Tax Collector with planning, organizing, directing and managing functions and operations of the County Treasurer-Tax Collector's office; to provide supervision and training for the staff in the County Treasurer-Tax Collector's Office; to oversee billing, collecting, and reporting functions, ensuring proper internal controls; to assist with investment and cash management of County funds; to provide general assistance and answer questions regarding Treasurer-Tax collector functions, policies and procedures, and to do related work as required.

Knowledge of:

- Operations, policies, procedures, and legal requirements of the County Treasurer-Tax Collector Office.
- The California Revenue and Taxation Code as applied to local tax collection and reporting requirements.
- General accounting theory, principles, and practices and their application to a variety of accounting transactions and problems.
- Laws, rules, regulations, and policies affecting the financial operations and investments of the County.
- Cash management principles and methods.
- Principles of account classification.
- Budget development and control.
- Computerized financial management systems.
- Principles of supervision, training, work evaluation, and management.

Ability to:

- Assist with planning, directing, coordinating, and managing the functions of the County Treasurer-Tax Collector Office.
- Perform complex accounting, investing, auditing, and cash management work.
- Provide supervision, training, and work evaluation for assigned staff.
- Monitor and update fiscal records.
- Interpret, explain, and apply a variety of County-Treasurer-Tax Collector policies, rules, procedures, and regulations.

Modoc County is an affirmative Action/Equal Opportunity Employer. Modoc County does not discriminate on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, pregnancy, parenthood, political belief, physical or mental handicap.

- Develop objective analyses and recommendations for use by the County Treasurer-Tax Collector.
- Oversee the preparation and prepare a variety of financial, investment, and cash management reports and statements.
- Gather, organize, analyze, and present a variety of information.
- Make mathematical calculations quickly and accurately.
- Assist with the development and utilization of a computerized financial management system.
- Effectively represent the County Treasurer-Tax Collector with County management and staff, boards and commissions, the public, and representatives of other government agencies.
- Establish and maintain cooperative working relationships.

Minimum Qualifications:

Applicant must meet at least one of the following criteria:

- The person has served in a senior financial management position in a county, city, or other public agency dealing with similar financial responsibilities for a continuous period of not less than three years, including, but not limited to, treasurer-tax collector, auditor, auditor-controller, or the chief deputy or as an assistant in those offices.
- The person possesses a valid baccalaureate, masters, or doctoral degree from an accredited college or university in any of the following major fields of study; business administration, public administration, economics, finance, accounting, or a related field, with a minimum of sixteen college semester units, or their equivalent, in accounting, auditing, or finance.
- The person possesses a valid certificate issued by the California State Board of Accounting pursuant to Chapter I (commencing with Section 5000) of Division 3 of the Business and Professions Code, showing that person to be, and a permit authorizing the person to practice as a certified public accountant.
- The person possesses a valid charter issued by the Institute of Chartered Financial Analysts showing the person to be designated a chartered financial analyst, with a minimum of sixteen college semester units, or their equivalent, in accounting, auditing, or finance.
- The person possesses a valid certificate issued by the Treasury Management Association showing the person to be designated a certified cash manager, with a minimum of sixteen college semester units, or their equivalent, in accounting, auditing, or finance.
 - Possess a valid California Class C driver’s license.
 - Ability to communicate policies and information in a clear and concise fashion

To Apply: Submit a completed Modoc County job application and resume to Modoc County Treasurer-Tax Collector, 204 S Court St, Room 101, Alturas, CA 96101. Applications can be obtained at Modoc County Treasurer-Tax Collector’s office or from the Modoc County website: https://www.co.modoc.ca.us/departments/employment_opportunities.php

For more information, contact: Cheryl Knoch, Modoc County Treasurer-Tax Collector (cherylknoch@co.modoc.ca.us) or 530-233-6223