



# Property Collections Manager

## Job Description

Department: Treasurer  
Position: Career Service  
Grade: 725  
Supervisory: Supervisor  
Reports to: Chief Deputy – County Treasurer

### Summary

Under the general supervision of the Chief Deputy – County Treasurer, perform supervisory and accounting functions of the office. Assist with the collection function for Utah County property tax monies and ensure proper handling of tax payer money.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Monitor, and evaluate work of assigned personnel.
2. Interview, select, supervise, and train part-time help for the department.
3. Compute tax, penalty and interest (fees) amount for partial releases, accept and process tax payments and apply adjustment to payment.
4. Record greenbelt lien releases.
5. Responsible for personal property accounts, collections and seize/sale.
6. Answer requests for detailed tax distribution, additional notices, and other information.
7. Maintain and balance record of property tax collected above original assessment.
8. Refund over collection of assessment, and withhold adjustments from taxing entities.
9. Determine final disposition of each file or record according to retention schedule provided by state archives.
10. Adjust insufficient draft on real property according to original payment.
11. Secure office each night and verify security every morning.
12. Maintain cash flow analysis. Keep proper cash balance daily in bank.
13. Provide notification to the Utah State Tax Commission of delinquent centrally assessed properties.
14. Maintain and submit funds to Utah State Unclaimed Property Division.
15. Exemplify the desired culture and philosophy of the organization and department
16. Work effectively as a team member with members of management and staff.

### Knowledge, Skills, and Abilities

- Knowledge of County tax system and government finance
- Knowledge of principles, practices, and methods of budget development and administration
- Knowledge of applicable federal, state, and local laws, codes, and regulations

### For Office Use Only

Job Code: 2541  
Job Title: Property Collections Manager  
FLSA: Exempt  
Effective Date: 11/14/2023  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: II  
Safety Sensitive: No  
DOT: No  
ML: Manager

- Knowledge of standards of practice relating to collection of real and personal property
- Skilled in communicating effectively verbally and in writing
- Skilled in working under the pressure of deadlines
- Skilled in handling all varieties of situations for employees and customers
- Ability to research and resolve customer questions and complaints
- Ability to maintain cooperative working relationships with others in the workplace and the public
- Ability to interrelationships between community, county, and department services and programs

### **Supervisory Responsibility**

This position has direct supervisory responsibility, and does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment. This job may expose employee to volatile situations with the public. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work long hours during tax season and at monthly/yearly distributions.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 40 pounds.

### **Position Type/ Expected Hours of Work**

Incumbent must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

This position requires up to 5 percent travel.

### **Required Education and Experience**

1. Bachelor's degree in Business Management, Accounting, Finance or a closely related field.
2. Three (3) years of finance related work experience including one (1) year in a supervisory role.
3. A related master's degree may be substituted for one year of professional level accounting work.

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**Additional Eligibility Qualifications**

1. Selected applicants must be bondable.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

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 of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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