

MICHAEL MCNAMARA
BUTLER COUNTY TREASURER

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JOB OPENING

Job Title: Operations Specialist

Pay: Target starting range \$20.52-\$23.59 per hour, depending on qualifications

Hours of Work: Monday through Friday, 8:00 A.M. to 4:30 P.M. / 75 Hours Bi-Weekly

Work Location: On site only. Government Services Center, 315 High Street, 10th Floor, Hamilton, Ohio 45011

Posting Date: 03/13/2024

Response Deadline: Open until filled. First review April 8, 2024

Essential Job Functions:

- **Payment Processing:**
 - Responsible for the safe keeping of monies received from payments until custody is transferred to the Bookkeeping Division
 - Processes payments and provides receipts
 - Prepares deposits and cash/check advances
 - Compiles office copy of remittances
- **Delinquent Taxes - Payment Plans & Foreclosures:**
 - Prepares and activates payment plan contracts for delinquent taxes
 - Flags applicable interest in tax system
 - Prepares tax proration for judicial sales, tax foreclosure sheriff sales, and upon request of the prosecutor's office for judgment entries
 - Works closely and corresponds with the prosecutor's office regarding foreclosure cases
 - Provides amount of delinquent taxes due for sheriff's sales
- **Bankruptcies:**
 - Prepares and files proof of claims with bankruptcy court
 - Adjusts tax bills to exclude amount of taxes included in proof of claim
 - Processes proof of claim checks from trustees
- **Administrative:**
 - Assists with administrative functions
 - Assists with projects
 - Assists with record retention and disposal
 - Assists with website maintenance
 - Assists with video and content production
 - Acts as the back up to all divisions
- **Other Responsibilities:**
 - Provides excellent customer service by assisting taxpayers/residents on the telephone, at the window, and via the website
 - Enters and maintains parcel statuses, treasurer codes/flags, and notes in tax system

- Corresponds with co-workers, county offices, and businesses
 - Reports issues and workload to supervisor or other manager in their absence
 - Prepares tax adjustment requests
 - Prepares and processes remission of penalty applications
 - Prepares and Processes journal entries/fund corrections
 - Mails on-demand tax bills and various correspondence
 - Maintains, scans, and files documents
 - Assists with cross-training
 - Represents Treasurer at Board of Revision hearings
 - All other duties as assigned by the Treasurer to meet the ongoing needs of the office
- **Desired Skills & Qualifications:**
- Bachelor's degree or equivalent experience preferred
 - Coursework or experience in administration, accounting, or database management preferred
 - Experience in payment processing or cash handling preferred
 - Great organizational skills
 - Dependable and detail oriented
 - Proficiency in Microsoft Office applications
 - Ability to establish positive working relationships with public and staff
 - Adaptable to different workspaces and situations
 - Excellent written and verbal communication skills
 - Excellent customer service skills

Selection Procedure: Position will remain posted until filled. First applications will be reviewed beginning April 8, 2024. Qualified applicants will be contacted for interview.

Submit Cover Letter and Resume To: Treasurer@bcoho.gov or mail to office

Butler County Treasurer
Attn: Personnel Manager
315 High St, 10th Fl
Hamilton, OH 45011

An Equal Opportunity Employer