

CASS COUNTY APPRAISAL DISTRICT

BOOKKEEPER/SECRETARY

JOB DESCRIPTION

JOB SUMMARY

An employee of this classification is responsible for daily bookkeeping activities in accordance with generally accepted accounting principles, personnel related functions, and administrative secretarial duties associated with Cass County Appraisal District operations. The employee will assist other Cass County Appraisal District personnel as necessary and perform other duties as assigned by the Chief Appraiser.

PRIMARY DUTIES AND RESPONSIBILITIES

Employees in this classification are responsible for preparing financial reports, agendas, checklists and minutes for Board of Directors meetings; takes minutes at meetings, contacts board members with regards to meetings, files agenda with the Texas Register; types and prepares budgets for distribution to taxing entities and Board of Directors; calculates budget allocations and bills entities quarterly; prepares collections contracts and bills entities for their contribution; prepares certifications for taxing entities; publishes notices; assists Superintendents and City Managers; maintains general ledgers on Collections and Operations accounts; pay bills and maintains files on paid bills; makes deposits for the operations account; reconciles Collections, CED and Operations bank statements; runs computer printouts, runs end of year reports for and assist auditors; balances and makes deposits; distributes money to taxing entities and attorneys; maintains files for each taxing entity and provides information regarding entities; prepares weekly and monthly reports for taxing entities; prepares estimates for entities; deposits for entities as required; prepares payroll and maintains accrual records for sick leave, vacation and comp time; prepares and files state and federal quarterly reports; prepares W-2 forms for employees; prepares and maintains records and reports for TCDRS Retirement for employees; prepares the Appraisal District annual report for the state; prepares correspondence; applies exemptions; answers the phone and assists taxpayers. This individual performs other duties as assigned by the Chief Appraiser.

POSITION REQUIREMENTS

Skill in following verbal and written instructions; communicating effectively by telephone and in person. Knowledge of and ability to operate integrated computer systems/involving appraisals. Ability to enter data with speed and accuracy; operate office machines (copiers, faxes, etc.) and computers. Skill in recording, organizing, and processing information and data accurately. Ability to maintain high ethical standards; work independently; keep information confidential; work under pressure; accurately prepare and type documents; maintain files and retrieve information; assemble information and prepare reports; read and comprehend instructions, memorandums, and correspondence; perform mathematical

calculations; work effectively with employees and the public. Performing multiple tasks simultaneously. Deadline and time pressures. Frequent change of tasks.

PHYSICAL REQUIREMENTS

Strength enough to lift and/or carry objects weighing twenty (20) pounds. Ability to reach for, handle, and file objects. Mobility enough to kneel, crouch, and bend. Ability to sit and stand for long periods of time. Manual dexterity and coordination to use office equipment and computers. Vision enough to read and review written correspondence, memorandums, and records; able to see information on computer terminals.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education: High school diploma or GED; Valid Texas Drivers License

Experience: Clerical and bookkeeping experience

Benefits include paid medical, dental and vision insurance, paid vacation, paid sick leave and several paid holidays. The District participates in TCDRS (Texas County & District Retirement System). The salary is commensurate with education and experience.

Applicant may submit their resume to the Chief Appraiser at:

Cass County Appraisal District

502 N. Main St.

Linden, Texas 75563

Or by email: info@casscad.org

Resumes accepted until position filled. Equal Opportunity Employer.