BLACK HAWK COUNTY
HUMAN RESOURCES DEPARTMENT

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Systems/Real Estate Tax Manager

The Black Hawk County Auditor's Office is seeking a dedicated and collaborative professional knowledgeable in property tax management and accounting to oversee and maintain the County's real estate and financial systems.

Responsibilities:

- Works with governing bodies and the State to review, verify, and certify local government budgets; calculates consolidated property taxes rates, prepares information for certification of taxes to the County Treasurer.
- Maintains and assures accuracy of tax district records on Tyler Incode 10 software system.
- Prepares data and reports for taxable valuations for taxing bodies and State; prepares documents and records for tax credits and utility tax information.
- Compiles records, maps and outstanding debt information for Tax Increment Finance real estate valuations, works with cities and County to maintain required information.
- Oversees the plat room and geographic information system (GIS) regarding the transfer or division of real property.

Qualifications:

- Bachelor's degree in accounting or related field or equivalent combination of education and experience.
- Knowledge of governmental accounting, real estate and property tax software preferred.
- Excellent verbal and written communication skills.
- 1-2 years of related work experience, including supervisory experience, preferred.

Salary Range & Benefits:

- $62,000 - $86,000; starting compensation is based on qualifications.
- Competitive benefits package.

Application Deadline: March 31st, 2020 position is open until filled and preference is given to applicants who submit a completed application and required materials by March 11th, 2020.

For complete instructions, requirements, application and job descriptions, please visit our website at http://www.co.black-hawk.ia.us/316/Job-Openings. EOE/AA.