



KATHY L CRAWFORD
HARDEE COUNTY PROPERTY APPRAISER

BOOKKEEPER/TANGIBLE PERSONAL PROPERTY SPECIALIST

SUMMARY

This position entails specialized work involving bookkeeping and reviewing and analyzing tangible personal property accounts and performing value analysis for appraisal purposes. The Bookkeeper/Tangible Personal Property Specialist is responsible for handling all bookkeeping related responsibilities and securing details of specialized assessment information. The position is responsible for coordinating standard office operations pertaining to bookkeeping and tangible personal property management essential to the overall objective of the Property Appraiser's office. This position works closely with the office staff and the public concerning property tax exemptions, classifications and related appraisal matters.

ESSENTIAL JOB FUNCTIONS

- Record all financial transactions in bookkeeping software (QuickBooks) and spreadsheets;
- Arrange payment of accounts and keeping records of all transactions;
- Assist in the preparation of the office budget;
- Work with independent auditors to ensure compliance with Florida Auditor General;
- Process payroll and maintain employee records;
- Carry out bank reconciliations and all related banking transactions;
- Prepare balance sheets, income statements and other financial documents;
- Assist public with the completion and filing of tangible tax returns and applications for exemptions, classifications and all other related appraisal documentation;
- Recommend new procedures and facilitate improvement to the service level available to customers seeking information from the agency;
- Prepare forms, compose letters, establish and maintain administrative and appraisal records. Organize and coordinate databases and files for tangible personal property records, mobile home records and some related customer service correspondence;
- Prepare and process appropriate forms for corrections to the tax roll for personal property and occasionally real property;

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- Calculate value of tangible personal property using information provided on property tax returns. Investigate incomplete or questionable tax returns;
- Examine financial records of businesses to verify account information. Gather data related to the property type, age, condition and quantity. Review various records and resources to verify that values are uniform and reflect fair market value;
- Investigate businesses that fail to file annual tax returns and establish new accounts;
- Utilize the internet and in-house tools in researching and processing worksheets, and other information regarding existing or potential tangible personal property accounts;
- Establish new accounts, update tax roll information on an ongoing basis, and process correspondence. Work closely with field appraisers in carrying out these responsibilities;
- Investigate inquiries and complaints concerning value; confer with property owners or their legal representatives to explain methods, procedures and policies with respect to the value of their personal property;
- Work with representatives with the Florida Department of Revenue concerning matters related to tangible personal property and centrally assessed property (railroad property);
- Utilize CAMA (Computer Assisted Mass Appraisal) software to create reports to assist in quality assurance of tax roll data;
- Assist other departments as needed;
- Perform all other duties as required.

Minimum Qualifications

- Must possess a high school diploma or equivalent;
- Must have bookkeeping experience;
- Must have at least (5) years of administrative experience or equivalent;
- Must have a thorough knowledge and understanding of business English and math. This includes the ability to make arithmetic computations accurately;
- Must have the ability to read and comprehend complex constitutional and statutory language relating to property tax assessments;
- Must be able to operate and use standard office and computer equipment efficiently. Must be proficient in use of the Internet and Microsoft Office programs such as Word, Excel and Outlook. Must have the ability to learn CAMA appraisal software;

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- Must have the ability to understand and carry out moderately complex oral and written instructions as well as the ability to follow office practices and procedures;
- Must be a detail oriented, industrious, self-starter requiring little to no supervision;
- Must be well-organized and resourceful;
- Must have the ability to implement new and innovative procedures;
- Must demonstrate excellent written, organizational, and oral communication skills. This may include, but is not limited to, composing departmental correspondence and documents and coordinating and completing administrative projects;
- Must be willing to attend training and pass exams to obtain certification as a “Certified Florida Evaluator”.
- Must possess exceptional interpersonal skills and the personality and temperament necessary for working under stress in dealing with the public;
- **ABOVE ALL – must possess a great desire to serve the public and the mindset that as government employees “we are public servants”.**

While employed by the Hardee County Property Appraiser, must not for gratis or for compensation: engage in any real estate activities such as, but not limited to, buying, selling or acting as a broker for others; appraise property inside Hardee County; sell computerized database information; engage in any outside computer programming or consulting. Employees and members of their household may not own or hold financial interest in an appraisal business.

AT WILL STATEMENT

Employment at the Hardee County Property Appraiser’s Office is on an “at-will” basis. It may be terminated at any time, with or without cause by either the employee or employer. It is not guaranteed, contracted or promised for any length of time. No person other than the Hardee County Property Appraiser has the authority to alter the at-will status of your employment or to enter into any employment contract with you. The Hardee County Property Appraiser reserves the right to change, amend or revoke rates of pay, terms and conditions of your employment and job offers at any time.



Hardee County Property Appraiser's Office

110 West Oak Street, Suite 103
Wauchula, Florida 33873-2605
Phone: 863-773-2196
Fax: 863-773-0954

Application for Employment

Please type or print. It is important that you answer all questions on this application completely and truthfully. Failure to do so may delay consideration for employment or result in loss of employment opportunities. Notify this office of any address or telephone number changes.

Position Applying For:	Date:
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PERSONAL

Last Name:	First Name:	Middle Initial:
Street Address:		Home Phone:
City, State & Zip Code:		Work Phone:
E-Mail Address:		Cell Phone:

Are you legally eligible for employment in the United States?
(Proof of citizenship / immigration status and identity is required upon employment)

YES NO

Have you ever pleaded no contest to or been convicted of any crime? YES NO

Have you ever been a defendant in a civil action for intentional tort? YES NO

If "YES" to either question, attach a full explanation giving date of the charges, location of offense, the actual charges and the final disposition of the case (answering "YES" is not an automatic disqualification for employment).

MILITARY SERVICE

Branch of Service and Serial Number:	Present Selective Service Classification:	Rank at Discharge:
List Duties / Special Training:		

EDUCATION

Mark the highest grade level completed: **Elementary** **College** **Graduate School**

If you received your General Equivalency Diploma (GED), list date received and issuing authority: _____

	Name & Location	Did you Graduate?	Major Subject	Degree Attained
High School		YES <input type="checkbox"/> NO <input type="checkbox"/>		
College		YES <input type="checkbox"/> NO <input type="checkbox"/>		
Graduate School		YES <input type="checkbox"/> NO <input type="checkbox"/>		
Vocational or Business		YES <input type="checkbox"/> NO <input type="checkbox"/>		
Other		YES <input type="checkbox"/> NO <input type="checkbox"/>		

Employment History

Beginning with your current or most recent employment, list in reverse order **all** periods of employment regardless of the duration or type of work. List any gaps in employment. Title changes should be listed as a separate period. Describe in detail your specific duties starting with your primary responsibilities. **This section must be completed whether or not a resume is attached** (attached additional sheets if necessary). Please specify your reasons for leaving or wanting to leave all listed employment.

1. Current or most recent Employer:						Address:							
Official Job Title:						Supervisor's Name & Title:						Phone Number:	
From		To		Total		If Part-Time job, list number of hours per week:	Starting Pay:		Ending Pay:				
Month	Year	Month	Year	Years	Months		\$		\$				
							Commission / Bonus Pay		Commission / Bonus Pay				
							\$		\$				
Reasons for leaving or considering leaving (please explain in detail):						Resigned <input type="checkbox"/>		Terminated <input type="checkbox"/>					
Describe duties in detail:													
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No													

2. Employer:						Address:							
Official Job Title:						Supervisor's Name & Title:						Phone Number:	
From		To		Total		If Part-Time job, list number of hours per week:	Starting Pay:		Ending Pay:				
Month	Year	Month	Year	Years	Months		\$		\$				
							Commission / Bonus Pay		Commission / Bonus Pay				
							\$		\$				
Reasons for leaving or considering leaving (please explain in detail):						Resigned <input type="checkbox"/>		Terminated <input type="checkbox"/>					
Describe duties in detail:													

3. Employer:				Address:				
Official Job Title:				Supervisor's Name & Title:			Phone Number:	
From Month Year		Dates Employed To Month Year		Total Years Months		If Part-Time job, list number of hours per week:	Starting Pay: \$ _____ per _____	Ending Pay: \$ _____ per _____
							Commission / Bonus Pay \$ _____ per _____	Commission / Bonus Pay \$ _____ per _____
Reasons for leaving or considering leaving (please explain in detail):						Resigned <input type="checkbox"/>		Terminated <input type="checkbox"/>

Describe duties in detail:

4. Employer:				Address:				
Official Job Title:				Supervisor's Name & Title:			Phone Number:	
From Month Year		Dates Employed To Month Year		Total Years Months		If Part-Time job, list number of hours per week:	Starting Pay: \$ _____ per _____	Ending Pay: \$ _____ per _____
							Commission / Bonus Pay \$ _____ per _____	Commission / Bonus Pay \$ _____ per _____
Reasons for leaving or considering leaving (please explain in detail):						Resigned <input type="checkbox"/>		Terminated <input type="checkbox"/>

Describe duties in detail:

Please attach additional pages if necessary

Why do you feel that you are qualified for this position? _____

SKILLS

List any special skills, certifications or abilities (i.e. computer software knowledge, equipment or job related concepts) that you possess.

Description:
Description:
Description:
Description:

PERSONAL / PROFESSIONAL REFERENCES

Name:	Address:	Telephone Number:
Name:	Address:	Telephone Number:
Name:	Address:	Telephone Number:

WORK AVAILABILITY

Date available for work:

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations of the employer.

Applicant Name

Date

Applicant's Signature

Date of Interview