

Job Title: Chief Deputy Treasurer

Department: Treasurer's Office

Plans, organizes, manages, and participates in all daily operations and activities of the Treasurer's Office to ensure that all statutory functions of the Treasurer's office are accomplished. Employee assists in the overall administration, management, planning, organizing, and staffing of the department and in the enforcement and implementation of all policies and procedures. Work is performed under administrative direction, and is assigned in terms of broad general objectives. Employee is given considerable latitude for independent judgment, initiative and resourcefulness on both technical and administrative matters, in adapting existing policies and precedent to specific situations, and in developing new or improved techniques and methods of obtaining effective results and overcoming unusual problems.

Work involves the accounting for and tracking of public funds, and the billing, maintenance and balancing of the County's tax receivables. Work also involves specialized preparation and maintenance of complex computer programs and operational routines for data processing systems. Employee is responsible for gathering and analyzing data and preparing various daily and monthly reports. Reports to the Treasurer.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Performs all the duties of the County Treasurer if the elected County Treasurer is unavailable or unable to for any reason, is second in command, and supervises staff in the Treasurer's office.
- Responsible for the review and implementation of new procedures and improved methods.
- Balances and maintains several financial schedules, which may include: balancing bank accounts to the general ledger; maintaining debt payment billings and payments; documenting; comparing and balancing monthly general ledger to subsidiary ledgers and performs other related activities.
- Collects and balances cash intake and receipts in accordance with County and governmental standards.
- Assists with the collection and settlement of delinquent taxes.
- Provides comprehensive customer service, delivery of accurate, prompt and courteous assistance on complex policies, guidelines and standard practices to internal and external customers, both verbally and in writing.
- Analyzes and reviews payroll items
- Participates in investment activities.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE

- Bachelor's Degree in Finance, Accounting or related field
- Two to four years directly related experience

CERTIFICATION, LICENSES

- Valid driver's license and personal vehicle with vehicle insurance

CONDITIONS OF EMPLOYMENT

- A background check may be required initially for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: verification of education degree and/or drug and alcohol testing as required and allowable by law.

DISTINGUISHING CHARACTERISTICS

- Work involves evaluating the relevance and importance of theories, concepts, and principals to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist, but are flexible and open to considerable interpretation. Analytic skills are needed to interpret and apply guidelines. Errors at this level could lead to serious, long-term consequences involving substantial financial costs, significantly reduced service to the public, and/or negative media reaction. Errors may affect others outside of the department and may require intervention of an agency head to resolve.

Compared to the County Treasurer classification does not have full authority and responsibility for department operations.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- Work is performed in an office environment
- May be required to lift/move up to 50 pounds (such as a box of paper)
- May be required to use hands for calculator; telephone; copier/fax machine

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages and ratios.
- Knowledge of generally accepted accounting principles, terminology, procedures, theory, and practices.
- Specialized knowledge related to payroll, governmental tax statutes and laws, investment schedules and banking transactions.
- Skills in operation of modern office equipment such as personal computer, facsimile, copiers and telephone.
- Skill in use of personal computer software, including spreadsheet development and word processing.
- Skilled in researching and resolving problems in order to ensure compliance.
- Analytical and organizational skills necessary to perform account duties.
- Ability to comprehend process and apply both verbal and written skills that are appropriate to the job.
- Ability to explain complex policies and processes in layman's terms.
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries.
- Ability to use County resources effectively and efficiently.

- Ability to process daily mail and other correspondence.
- Knowledge of the entire tax collection process.
- Ability to process the tax collection accurately with minimal errors.

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. The responsibilities, duties and activities may change at any given time with or without notice.