

WASHINGTON COUNTY
Job Description

JOB TITLE: Chief Deputy Treasurer

Exempt (Y/N): No

DATE REVISED: August 2012

DEPARTMENT: Treasurer's Office

SUPERVISOR: County Treasurer

SUMMARY:

The Chief Deputy Treasurer in the County Treasurer's second in control and is accountable for the day-to-day management of the office, use and security of computer equipment and supervision of office personnel. Also, the Chief Deputy Treasurer is responsible for securing collateral for all county funds and maintaining a matching balance between banks and accounts on a daily basis. The Chief Deputy Treasurer will have a working knowledge of current and pending Arkansas legislation and Treasurer's procedures. In 2011, the Treasurer's office was responsible for \$396 million in both revenues and expenditures and maintained an approximate \$44 million balance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Ensure the office is effective and efficient for the benefit of courthouse personnel and the general public and each transaction is either on file or on computer records.
2. Ensure office personnel display a positive and professional attitude towards courthouse personnel and Washington County citizens so maximum cooperation can be attained.
3. Ensure a speedy and accurate accounting of office records for courthouse personnel and the general public.
4. Maintain a professional and courteous relationship with Legislative Audit and assist and gather information for individual auditors as needed.
5. Maintain a professional and courteous working relationship with bank officials, county offices, city bookkeepers, and school district representatives.
6. Supervise office staff and assist as needed.
7. Train all employees in the department.
8. Responsible for procurement of office supplies and staying within budgeted guidelines.
9. Maintain records and files in an orderly manner to ensure quick and easy reference.
10. Ensure all monies above the FDIC limit are collateralized and maintain records of the securities.
11. Ensure all inquiries are handled professionally and in a timely manner, whether on the phone or in face-to-face situations.
12. Make sure monthly bank statements and corresponding Proof of Cash settlements balance.

13. Oversee and assist in the distribution of bi-weekly payroll for county employees. Confirm earnings and deduction information imported from Comptroller's system, convert to database format and verify transaction details. Print checks, wires and reports used by Comptroller and County Clerk.
14. Ensure timely payments of Comptroller warrants.
15. Ensure the proper distribution of the following: current taxes, delinquent taxes, interest, property tax relief monies, common school, , excess Treasurer's commission, excess Collector's commission, and excess Assessor's commission.
16. Be available for meeting or continuing education at the discretion of the County Treasurer.
17. Do routine maintenance on all office computers.
18. Secure computer backups in the office safe and at an off-campus location.
19. Contact various county entities for CD information, analyze bank CD bids, set up CDs, and ensure collateral before CDs are issued. Frequent analysis of various banks' interest rates is necessary for both checking accounts and investments.
20. Ensure the proper use of Arvest's Cash Management System: ACH files and register, domestic wires, transfers, tax payments, and bank histories. Ensure wire transactions are timely and correct to avoid penalties.
21. Incorporate financial information from databases into financial reports and presentations for various officials, cities and school districts.
22. Train users of the database to ensure they have a reasonable understanding of the daily maintenance and operation of the financial system.
23. Be in compliance with state guidelines and mandates.
24. Ensure all file structures and programs are self-explanatory and enable users to locate the information required to carry out their duties.
25. Oversee and audit the accuracy of receipts, wires and transfers performed by deputy treasurers.
26. Ensure cooperation with the media, especially concerning Freedom of Information laws.
27. Handle complaints of office employees, courthouse personnel and the general public.
28. Have good problem-solving abilities, interpersonal skills, analytical ability, and good communication skills.
29. Have prior-year reports and information ready for state auditors and maintain permanent ledger books for county accounts, bank accounts and school accounts.

30. Assist the Comptroller's Office in the annual budget process by gathering reports related to actual and projected revenue.

31. Work closely with and assist the County Treasurer.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

College degree in accounting field preferred but in-office experience and a job history based in the business/accounting field may be substituted. A high school diploma or GED is required.

OTHER SKILLS and ABILITIES:

The Chief Deputy makes all decisions for the office in the absence of the Treasurer. Problem-solving skills and the ability to supervise an office staff are crucial to this position. The individual must be able to use their own judgment to determine solutions to various problems that may arise. Also, must be able to interpret legislation that mandates the use of funds, which the office receives in order to ensure computer applications meet these requirements. Strict attention to detail and accuracy are a must. Machine skills include Microsoft Access, Excel and Word and fax machines, copiers and calculators.

PHYSICAL DEMANDS:

The physical demands are the same as one might expect in an office environment. Extended time sitting at a desk and working on computers are to be expected. Verbal and auditory skills are required. Occasionally lifting upwards of 50 pounds might be necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.