

WASHINGTON COUNTY
Job Description

JOB TITLE: Deputy Treasurer

Exempt (Y/N): No

DEPARTMENT: Treasurer

DATE PREPARED: August 2012

SUPERVISOR: Chief Deputy Treasurer

SUMMARY:

The Deputy Treasurer is responsible for the day-to-day operations of the Treasurer's Office and for accurate record keeping of said operations. Receipting, writing checks for county bills, transferring funds, depositing of funds, tax distributions, employee payroll, and maintaining proper balances between banks and county accounts are responsibilities of the Deputy Treasurer.

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

1. Download warrants from the Comptroller's Office and write checks for payment in a timely manner.
2. Verify, allocate and post details of business transactions to subsidiary accounts in journals or computer files.
3. Maintain all county accounts and bank accounts accurately and efficiently and make sure accounts match on a daily basis.
4. Write and post receipts and checks on pre-numbered forms to ensure audit compliance.
5. Display a courteous demeanor towards other county offices and Washington County citizens.
6. Maintain a professional working relationship with co-workers and other county offices to maximize cooperation.
7. Reconcile monthly bank statements and corresponding proof of cash settlements.
8. Distribute taxes, interest and excess commissions accurately and in a timely manner.
9. Compile reports to show statistics such as cash receipts and expenditures and other items pertinent to operation of the office.
10. Distribute payroll: print reports, print checks, download and print direct deposit wires. All check and wires are to be put in envelopes and sorted by department.
11. Make printouts and compile various reports at the end of the month and at year end.
12. Keep filing system updated and organized for easy reference.

13. Ensure speedy and accurate accounting of office records for courthouse personnel and the general public.
14. Maintain a professional and courteous relationship with Legislative Audit and assist and gather information for individual auditors as needed.
15. Maintain a professional and courteous working relationship with bank officials, county offices, city bookkeepers, and school district representatives.
16. Ensure all inquiries are handled professionally and in a timely manner, whether on the phone or in face-to-face situations.
17. Using Arvest's Cash Management System: ACH files and register, domestic wires, transfers, tax payments, and bank histories.
18. Keeping abreast of both current and pending legislation affecting the Treasurer's Office.
19. Assist the Treasurer as needed.

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:

A high school diploma or G.E.D. is required. Three years of college or six years experience performing similar functions is preferred.

OTHER SKILLS and ABILITIES:

Problem solving skills 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, 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.