

Full-Time Deputy Treasurer Job Description

Summary of Position

The full-time Deputy Treasurer position performs a variety of bookkeeping, accounting, payroll, and human resource duties.

Organizational Relationships

Reports to: County Treasurer
Directs: This is a non-supervisory position.
Other: Has daily contact with Elected/Appointed Officials, County Employees, Vendors, and the General Public

Essential Duties

- Prepare and process payroll
- Conduct Human Resources for county employees
- Prepare invoices for county entities
- Collect, count receipt and disburse money, do basic bookkeeping and complete a variety of banking transactions such as prepare bank deposits
- Answer telephone, direct calls, and take messages
- Compile, copy, sort, and file records of the office
- Operate office machines such as computers, phone systems, copiers, scanners, fac machines, calculators, and postage machines
- Compute, record, and proofread data and other information such as records and reports
- Maintain and update filing, inventory, mailing, and data base systems either manually or using a computer
- Process and prepare documents such as government forms, letters, memos, billings, and reports
- Regular attendance and timeliness is required

Additional Duties

- Run errands or the office including going to the post office, supply store, and bank
- Any other duty as assigned by the Treasurer within the scope of the department

Education/Experience

- High School diploma or equivalent; some college preferred
- One year clerical experience or training which provides the required knowledge, skills, and abilities

Knowledge, Skills, and Abilities

- Accounting and office procedures
- Operate a computer using accounting software, Microsoft Office; operate a calculator; communicate with office holders, employees, vendors and the public; work well with interruptions; and adapt to change easily
- Ability to understand, remember, and apply oral and/or written instructions or other information
- Ability to understand, remember and communicate routine, factual information
- Ability to organize thoughts and ideas into understandable terminology
- Ability to apply common sense in performing job
- Ability to make decisions which have moderate impact on the county
- Ability to compose letters, memoranda, and basic reports and/or orally communicate technical information
- Ability to communicate with individuals utilizing a telephone, computer, or other electronic device; requires ability to hear and speak effectively on phone and to use a computer or other electronic device
- Ability to express or exchange ideas by means of the spoken word, communicating orally with others accurately, loudly, and quickly
- Ability to add, subtract, multiply, and divide and to record, balance, and check results for accuracy
- Ability to compute, analyze, and interpret numerical data for reporting purposes

Physical Standards

- Must be able to remain in a stationary position for up to two hours
- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc
- Occasionally positions self to maintain computers in the office, including under the desk
- Requires the ability to speak on phone and in person
- Must be able to identify and determine items on the computer screen
- Occasionally moves boxes weighing up to 40 pounds

Special Conditions

- Required to work overtime as assigned by the Treasurer
- Interaction with general public and other county officials required

Licenses Required

- Must maintain current Texas Driver's Licenses
- Must maintain current auto liability insurance