

CHIEF DEPUTY TREASURER

GRADE: 40

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Performs intermediate professional and administrative work assisting in collection, custody, safekeeping, investment, disbursement and record keeping of public funds; does related work as required. Work is performed under general supervision. Supervision exercised over assigned departmental personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting with planning, directing and supervising the collection, custody, safekeeping, investment, disbursement and record keeping of public funds; supervising billing/collection of taxes and fees; monitoring daily cash receipts; preparing and maintaining files and records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs and evaluates assigned staff, processing employee concerns and problems; counsels, disciplines and completes employee performance appraisals; approves leave requests; prepares and submits all payroll information.
- Coordinates daily work activities; organizes, prioritizes and assigns work; assists with complex/problem situations and provides technical expertise.
- Ensures departmental compliance with all applicable codes, ordinances, laws, rules, regulations, statutes, standards, policies and procedures; assists in interpreting State/County codes pertaining to tax law or other department issues.
- Prepares departmental budgets. Assists with preparation of annual budgets; provides historical data and expenditure projections; monitors budget and spending trends to identify possible shortfalls and ensure accuracy of payment to vendors; reviews and approves all department purchases; approves invoices and purchase orders; prepares purchase orders or pay authorization sheets and forwards to finance department for processing.
- Monitors bank account balances to verify sufficient funds for disbursement; prints and/or signs all checks for county and schools, to include a/p, payroll, and social services. Posts and authorizes all ACH transfers, credit card payments and bank transfers.
- Reviews/assists with all bank reconciliations and prepares/authorizes adjusting journal entries/corrections.
- Works with brokers to select securities for investment; monitors custodial and CD accounts for optimum return on investment; posts bank transfers, interest, ACH payments, state and federal receipts, payments, corrections, etc.; verifies ACH debits for state and federal taxes; verifies and authorizes direct deposit transfers.
- Sets up new accounts; reviews and assists with bank/account reconciliations and prepares/authorizes adjusting journal entries/corrections.
- Reviews and authorizes vendor payments; tracks payments against budget.
- Signs checks and check registers from Department of Social Services after verifying accuracy and availability of funds; signs payroll checks and accounts payable checks in absence of Accounting Manager.
- Responds to questions and complaints related to department operations or personnel; researches problems and initiates problem resolution of complex problems beyond the capability or authority of subordinate staff.
- Serves as Acting Treasurer in absence of Treasurer; represents the Treasurer at meetings and serves on various committees, as required.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles, methods and practices of accounting; comprehensive knowledge of the principles underlying the laws, ordinances and regulations governing the operations of the Treasurer's Office; thorough knowledge of modern business management and office practices; ability to analyze and interpret fiscal and accounting data and to prepare appropriate statements and reports; ability to communicate ideas effectively both in oral and written forms; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with County officials, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in business administration or related field and extensive treasury experience including considerable supervisory experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.