

Job Description: COUNTY TREASURER

CLASS NO. 1301

EEOC CATEGORY: Officials and Administrators

PAY GROUP: Unclassified

FLSA: Exempt

SUMMARY OF POSITION

The County Treasurer has the primary responsibility of receiving, investing and disbursing county funds.

EXAMPLES OF WORK

Essential Duties*

In accordance with budget authorized by Commissioners Court, appoints staff necessary to carry out statutory functions;

Deposits revenue paid into the county treasury and issues receipts for funds received;

Performs monthly close out of financial records, including preparing, entering, and posting journal entries to computer accounts and general funds ledger, and balancing general ledger, cash management journal, and general funds ledger;

Signs and registers county warrants and obtains counter signature where required;

Signs payroll checks and disburses to county employees;

Disburses funds on the order of the Commissioners Court and honors warrants by authorized county officials;

Prepares claims (payments), posts to general ledger, inputs claims to the computer, balances to general ledger, prepares for mail out, and posts check numbers to claims, claim jackets, and general ledger;

Disburses and maintains account balances for jury funds;

Maintains accounts of receipts and expenditures of county funds and prepares necessary monthly, quarterly, and annual reports for distribution to and approval by the Commission Court and the State;

Remains up-to-date on new laws and regulations pertaining to county funds;

Maintains daily cash balances;

Maintains claims register of claims against the county;

Safekeeping of funds collected by the county;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

CLASS NO. 1301 (Continued)

Serves as investment officer for county funds, maximizing yield on county funds after safety and liquidity requirements have been met;

Maintains records on each investment as well as an overall investment report;

Ensures depository's ability to collateralize county deposits;

Serves as transfer agent and paying registrar for county-issued bonds;

Receives and balances vacation and sick leave benefit for county departments quarterly and prepares annual report for outside auditors;

Inputs budget amendments from Commissioners Court into computer;

Assists in mainframe system and payroll operations as necessary; and

Perform other duties as specified by law.

QUALIFICATION REQUIREMENTS

Each candidate for County Treasurer must be a qualified voter and resident of the county; must be a citizen of the United States and have lived in the State of Texas for a period of twelve months before the date of any primary, general, or special election; and have lived for six months before such election Chambers County.

TERM OF OFFICE

The County Treasurer is elected for a four-year term.

CERTIFICATES AND LICENSES REQUIRED

Must be bonded and must attend a continuing education course of twenty classroom hours one time in any 24-month period.