

Job Description: DEPUTY TREASURER / ACCOUNTS RECEIVABLE

CLASS NO. 1302

EEOC CATEGORY: Office and Clerical

PAY GROUP: 20

FLSA: Nonexempt

SUMMARY OF POSITION

Receives payments, issues receipts, prepares accounts payable payments; maintain cash management records; enters appropriate data into computer; assists the Treasurer with daily activities of the office. Represents the County Treasurer in their absence.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Treasurer
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with other county departments and the general public.

EXAMPLES OF WORK

Essential Duties*

Represent the County Treasurer in that person's absence.

Receives, issues receipts, enters payments into computer for all monies coming into the county, and posts, copies, distributes, and file receipts. Maintain credit card payments and direct deposit files for various county offices;

Assists accounts payable clerk by collecting information for preparation of reports to Commissioners Court twice a month. Prepares standard and special claims (payments), posts to general ledger, reconciles with general ledger;

Manages cobra and retiree's insurance payment;

Prepares quarterly reports relating to state fees to the State Comptroller;

Posts documents to and balances cash management ledger; verifies daily bank balance, and balance bank statements monthly to close monthly reports on all departments;

Assists in cash investment calculations;

Work closely with County Auditor and staff; on reports for internal and outside audits;

*For the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 10/11/2016

CLASS NO. 1302 (Continued)

Prepares and process all journal entries as needed; as well as end of year journal entries for outside auditing purposes;

Maintain Sheriff and District Attorney pending and seizure files;

Maintain account receivable files on all departments for daily, weekly and monthly monies and reports submitted to the Treasurer's office;

Maintain file on unclaimed funds until sent to the State Comptroller;

Deposit monies received daily and picks up mail from the post office as necessary;

Prepares requisitions to be submitted to purchasing for office supplies or other items necessary for the operation of the Treasurer's office;

Answers telephone as necessary;

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: governmental accounting rules and procedures, especially as they apply to counties; accounts payables; retirement and insurance policies; and county's financial system.

Skill/Ability to: prepare accounts payable payments and related reports neatly and accurately; operate standard office equipment, including typewriter, calculator, and copy machine; analyze and interpret financial data; demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with co-workers, other county employees and the general public.

Physical considerations: This job is classified as light duty.

ACCEPTABLE TRAINING AND EXPERIENCE

High school diploma, or its equivalent, plus at least four years of experience in governmental accounting or related experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Must be bondable.