

Job Description: DEPUTY TREASURER / A/P

CLASS NO. 1304

EEOC CATEGORY: Office and Clerical

PAY GROUP: 14

FLSA: Nonexempt

SUMMARY OF POSITION

Accounts payables, maintain office files, and data entry.

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.

Prepares requests for payments, input payments into computer from purchase orders and vouchers payable, balance claims. Print voucher payable checks, prepare checks for mail-out, and post check numbers to general ledger, claims and claim jackets; there are over 1200 plus claims processed each month. Mail requests and maintain W-9 forms for all Vendor files.

Create and send electronic file of accounts payable to commissioner's court twice monthly and whenever is necessary for approval.

Receive all employee reimbursements for travel and miscellaneous refunds, inputs to computer for payment, prepares claim for commissioners court and files necessary paperwork;

Void voucher payable checks as necessary; change and/or add new vendor names and addresses; locate discriminations; respond to all inquiries from outside sources concerning vendor payments, verifying payments, etc;

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

Work closely with county auditor on reports and reports for outside audit.

Pick up mail from the post office as necessary;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
11/2012

CLASS NO. 1304 (Continued)

Assist in stuffing biweekly payroll checks and other employee informational data;

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

Prints and distributes monthly financial reports to appropriate officials and departments;

Maintain day-to-day working relationship with County Departments, the public and county vendors to address their daily needs;

Scanning of all records in County 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.

Skill/Ability to: prepare 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. However, there are extensive physical activities related to this position on a regular basis, due to interaction with other county departments reaching for large books above shoulder level and at floor level and lifting same and walking throughout the building.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent, plus at least two years of experience of accounts receivable/accounts payable experience, preferable in governmental accounting or related experience.

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