

Job Description: DEPUTY TREASURER / HUMAN RESOURCES

CLASS NO. 1305

EEOC CATEGORY: Office and Clerical

PAY GROUP: 14

FLSA: Nonexempt

SUMMARY OF POSITION

Prepares biweekly county payroll; establishes and maintains personnel files; enters appropriate data into computer. Maintains all records and updates for County Insurance Plans. Maintain all county benefit packages. Represent 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, employees and the general public.

EXAMPLES OF WORK

Essential Duties*

Represent the County Treasurer in that person's absence.

Prepares county payroll biweekly, including processing appropriate paperwork, entering data into computer, balancing and printing checks; creating and filing direct deposit transmittal file; and preparing necessary reports;

Stuffs biweekly payroll checks, direct deposit stubs, and other employee informational data;

Processes necessary paperwork for new employees (retirement, group insurance, and etc.) and maintains personnel files;

Prepares monthly, quarterly, and annual reports relating to payroll, including Social Security, withholding tax, unemployment insurance, workers' compensation, group insurance, retirement, and W-2 reports; monthly electronic file for retirement reporting, quarterly diskette file for TWC;

Prepares and processes all necessary paperwork for the retirement of County Employees;

Prepare and/or submit first report of injury, wage statements, and supplemental reports on injured workers to the County's workers compensation carrier;

Maintain an insurance ledger for retired employees on group medical, dental, vision and life insurance;

*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 by CC 11/12/2014

CLASS NO. 1305 (Continued)

Comply with COBRA laws and regulations; which consist of sending employees and/or dependents notice of their COBRA rights, which allows a resigned/terminated employee and their dependents to maintain health, dental and/or vision coverage for a certain length of time based on their qualifying event;

Maintain Flexible Spending and Health Savings Accounts; which consist of making deposits and balancing each fund;

Maintains necessary files, and prepares claims for all employee payroll deductions such as child support, tax payments, student loans, deferred compensation, savings bonds, life insurance, etc.;

Receives and balances vacation and sick leave benefits for county departments biweekly and prepares annual report for outside auditors;

Coordinate with County Vendors, such as AFLAC, Washington National, Nationwide, VALIC, Mutual of New York, MassMutual, and etc., to service employees who participate with these vendors through payroll deductions;

Maintain a day-to-day working relationship with County Employees and Department Heads to address their daily needs;

Comply with FMLA laws and regulations; which consist of placing employees on family or medical leave when necessary; sending employees correspondence to inform them of their rights and requirements; and request medical certifications to verify absences;

Maintain the County's job description master file;

Maintain all updates to Chambers County Personnel Policies, Drug and Alcohol Detection and Deterrence Plan, and the Accident Prevention Plan;

Respond to all inquiries from outside sources concerning employees; verifying employment, and etc.;

Prepare Monthly Dental Contract for payment;

Finalize all paperwork on resigned/terminated employees;

Prepares standard and special claims (payments);

Prepares journal entries;

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.

CLASS NO. 1305 (Continued)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: governmental accounting rules and procedures, especially as they apply to counties; personnel and payroll practices and procedures; accounts payables; retirement and insurance policies; Net Data System

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.

ACCEPTABLE TRAINING AND EXPERIENCE

High school diploma, or its equivalent, plus at least two years of experience of payroll experience, or related experience.

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