



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Chief Deputy Treasurer</u>	NEW: <u>X</u> <small>(Please</small>	REVISED: <u> </u> <small>check one)</small>
REPORTS TO: <u>Treasurer</u>	FLSA: <u>Exempt</u>	DATE: <u>03/2018</u>
DEPARTMENT: <u>Treasurer</u>	JOB CODE: <u>101</u>	

SUMMARY:

With general supervision, performs professional accounting work such as maintaining ledgers, analyzing account information, preparing and analyzing budgets, reconciling accounts and preparing financial reports.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Prepares and enters journal entries; creates payment requisitions; assists with development of the Treasurer’s annual budget and budget revision/amendments; assigned administration for the County bank accounts, monitors bank activity, transfers, wires, ACH transactions and manages bank access for all other County users.

Processes payroll for the County and remits payroll deduction transactions and reports; assists in tracking financing and interest for Neighborhood Improvement Districts; processes all bond principal and interest payments.

Performs Month-End Closing and Bank Reconciliations which includes the following: supplies bank statements to other County departments; clears checks for all County accounts; reconciles the County cafeteria plan and completes dual year closing procedures; processes the County provided health benefits transactions; reconciles inmate fund; records monthly bank interest journal entries; reconciles monthly bank transactions; balances cash for all the County funds; and reconciles the bond held-in-trust accounts to the trustee statements.

Prepares and provides monthly statements for outside entities; manages, authorizes and audits the County purchasing cards and purchasing card transactions; creates and processes

manual and accounts payable ACH transactions; calculates and remits monthly pension benefit funding.

Performs quarterly reconciliation of tax excess and annually disburses to public schools to ensure compliance with state regulations; performs quarterly reconciliations of unclaimed fees and annually disburses to the State of Missouri to ensure compliance with state regulations.

Assists with annual Missouri Department of Elementary and Secondary Education compliance reports; disburses the annual State Assessed Railroad and Utility Apportionment and the Fines & Forfeitures to the public schools.

Disburses Collector interest, impound interest, payments in lieu of taxes, and financial institution tax to appropriate recipients; assists with the County year-end closing processes; assists in all general office functions of the entire Treasurer's Office; supervises and provides cross-training for all other positions held in the Treasurer's Office.

Performs other duties as assigned.

KNOWLEDGE AND SKILL:

1. Considerable knowledge of Generally Accepted Accounting Principles
2. Considerable knowledge of Boone County policies and procedures.
3. Considerable knowledge of automated accounting systems
4. Skill in the use of personal computers, especially of spreadsheet software.
5. Skill in analysis, problem solving, and mathematics.
6. Skill in developing and maintaining cooperative working relationships with other County Departments.
7. Skill in written and oral communication.
8. Skill in dealing with the public in a professional and courteous manner.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, binding machines, hand-held recording devices, filing cabinets, and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

MINIMUM QUALIFICATIONS:

A minimum of seven years governmental accounting experience or a Bachelor's degree in Accounting or related field and three years' governmental accounting experience.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.