



# BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Deputy Treasurer</u>	<b>NEW:</b> <u>X</u> <small>(Please</small>	<b>REVISED:</b> <small>check one)</small>
<b>REPORTS TO:</b> <u>Treasurer</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>09/2018</u>
<b>DEPARTMENT:</b> <u>Treasurer</u>	<b>JOB CODE:</b> <u>604</u>	

**SUMMARY:**

Under general supervision, the Deputy Treasurer manages County receipts procedures for all departments (excluding Collector). Position requires highly responsible individual and an expert attention to detail. Position prepares, maintains and organizes data for complex financial analysis.

**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.*

Receives payments and verifies amounts; records payments and issues receipts; updates spreadsheet and reconciles balances; makes daily deposits; balances reports daily and prepares monthly report of activity. Prepares payment requisitions and reimbursements and maintains office supply inventory.

Prepares accounting documents; review forms for completeness and accuracy; may perform reception duties; greets public and responds to basic inquiries regarding department operations; requisitions supply and maintains inventories; performs special projects as assigned.

Opens and distributes mail; assists in general office functions by answering department phone calls and greeting guests. May perform reception duties; greets public and responds to basic inquiries regarding department operations; responds to Public Record Requests. Works with other departments to troubleshoot any deposit, receipt, or printed check issues.

Processes, sorts, and mails checks and other reports for payroll and specialty pay recipients; assist the Clerk’s Office in the bi-weekly payroll review as necessary.

Oversees unclaimed fees notification process including review of the unclaimed fees system for large balances and the preparation of letters to send notifying individuals of those amount; pays unclaimed fees and tax sale surplus.

Provides data entry support for journal entries and other clerical accounting needs of the office.

Acts as Purchasing Card Administrator by ordering cards, managing user accounts, adjusting limits, and troubleshooting conflicts.

Performs other duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Skilled in the use of a personal computer and spreadsheet software
2. Ability to establish and maintain cooperative working relationships with other employees, elected officials, and vendors
3. Skilled in accurate recording of data in manual and computerized accounting systems

**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:**

High school diploma or GED and two years of accounting experience; experience with personal computer word processing and spreadsheet software.

*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.*