

DEPUTY TREASURER

GENERAL STATEMENT OF DUTIES:

To assist the treasurer in the collection, recording, custody, and depositing of city funds; and to perform related work as required.

SUPERVISION RECEIVED:

Work is performed under the general direction of the city treasurer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

- Prepares all deposits for various departments on a daily basis.
- Responsible for following up on unpaid invoices and account statements, including preparing monthly statements and responding to inquiries.
- Assists with tax and water billing account inquiries.
- Assists the treasurer/water biller during peak periods with tax, water billings and collections.
- Assists with the acceptance of payments for taxes, water, invoices, etc.
- Greets and responds to members of the public at the front counter.
- Issues park permits and dog licenses when applicable.
- Acts as backup support to the treasurer/water biller.
- Supervise the collection and recording of monies received in payment of taxes, licenses, water bills and services.
- Input of collection data into computer applications and balancing of output.
- Supervise preparation of daily collections and deposit report.
- Supervise and operate office machines and duplicating equipment.
- Prepare correspondence and reports and answer inquiries for auditors, other departments, and the general public.
- Supervise the maintenance of files and records.
- Reconcile accounts and balance work to general ledger accounts.
- Perform related work as required.

Note: The functions listed above illustrate the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

- Graduation from an accredited two-year college or university included or supplemented by courses in public or business administration, accounting or related subjects.
- Minimum five years of prior experience in tax or other collection and bookkeeping work.
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Ability to maintain confidentiality.
- Considerable knowledge of state and local laws and regulations governing the duties of the city treasurer and the operation of that office.
- Considerable knowledge of provisions affecting local tax collections.
- Knowledge of modern office and bookkeeping practices and procedures.
- Familiarity with state, county, school district, and municipal relationships in the taxation process.
- Ability to work as a member of a team or independently; ability to effectively meet and deal politely with the public; ability to establish and maintain effective working relationships with employees, supervisors, officials, other departments, and the public; ability to communicate effectively verbally and in writing; ability to accurately record and maintain records; ability to think quickly and act appropriately in emergency situations; ability to function under pressure and/or frequent interruptions; willing to work extra hours; ability to accept change in the work environment and adapt appropriately; and display to the employer's satisfaction the ability to consistently meet these listed abilities on a daily basis.
- Initiative and resourcefulness in solving problems.
- Working knowledge of personal computers and Microsoft products.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing and spreadsheet software; central financial computer; 10-key calculator, phone, fax and copy machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; climb stairs, use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment usually ranges from moderately quiet to busy office.