

Deputy Treasurer

Dept/Div: Auditor-Treasurer

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled administrative support work assisting the County Auditor-Treasurer in the administration of the Treasurer's Office, and related work as apparent or assigned. Work is performed under the general direction of the Auditor-Treasurer.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Serve as lead worker in the department; assist in the training of department personnel; assist in the implementation of policies and procedures as required; prepare reports for internal staff and external agencies
- Reconcile bank statements; make journal entries and prepare trial balance indicating the condition of each fund
- Maintain daily cash book balance; determine appropriate account and make journal entries; enter daily collections and disbursements into Treasurer's Financial System; review employee cash drawers against bank deposits
- Receipt and balance all credit card, electronic check, wires and ACH payments into appropriate accounts
- Develop and administer County collection program for overdue accounts; testify at court proceedings; act as liaison between County and debtors when discrepancies arise
- Monitor bank accounts; process NSF checks; authorize stop payment on checks; prepare checks to be mailed
- Assist the public in person and over the phone; receive and receipt cash payments; open and process mail

Knowledge, Skills and Abilities

Thorough knowledge of County and department policies, practices and procedures; general knowledge of Minnesota statutes, rules and regulations; thorough knowledge of Deed Tax Manual, Property Tax Manual, Delinquent Personal Property Tax Manual, Revenue Recapture Manual; thorough knowledge of cash drawer reports, bank reconciliations, journal entries, trial balances, warrant abstracts, tax liens, collection/disbursement reports; knowledge of standard office equipment; knowledge of standard office software, comprehensive knowledge of MN Department of Revenue - Revenue Recapture; thorough knowledge of Treasurer's Financial and ACS 400; general knowledge of County Services Tracking System (CTCS), Department of Human Services (MAXIS), Trial Court Odyssey, eCRV/Landshark; ability to make arithmetic calculations; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Associates/Technical degree with coursework in Accounting, or related field and moderate experience with property taxes or debt collection, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions, frequently requires speaking or hearing and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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Special Requirements

Training in debt collection processes
Valid driver's license.