

SWISHER COUNTY JOB DESCRIPTION

Job Title: Deputy Treasurer
Department: Treasurer
Reports To: County Treasurer
Employment Status: Part Time
FLSA Status: Non-Exempt

SUMMARY:

Assist County Treasurer and office personnel with cash management, payroll and benefits; Assist County Treasurer with managing financial records and service records; Prepare various reports;

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Code and enter purchase orders into accounting system
- Receive money and issue receipts
- Reconcile purchase orders, invoices and bank statements
- Prepare reports for commissioner's court
- Prepare accounts payables for commissioner's court
- Assist with bi-weekly payroll including payroll tax deposit and retirement funds deposit
- Answer telephone, including providing and taking messages
- Assist new hires with required personnel forms
- Assist with managing time clock
- Filing

Other duties may be assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty 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.

EDUCATION and/or EXPERIENCE:

High school graduate or its equivalent is required, and at least three years of experience or any equivalent combination of education and experience which provides the necessary knowledge, skills, and abilities.

KNOWLEDGE:

General accounting rules and procedures, payroll practices and procedures, computers and standard office practices and procedures including MS Word & Excel;

SKILL/ABILITY TO:

Maintain and organize financial data, personnel records, health insurance, workers' compensation, and other payroll-related policies and procedures; communicate effectively, both orally and in writing; perform basic arithmetic calculations for reports and other documents; define problems and collect relevant data; prioritize tasks; maintain effective working relationships with co-workers, county employees and the public;

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid driver's license

PHYSICAL DEMANDS:

The 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 regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; and talk and hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move objects weighing up to 25 pounds, such as large books or boxes. Specific vision abilities required by this job include close vision, and 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 is usually moderate.

Treasurer's Signature

Date