



## CALDWELL COUNTY

### *Job Description*

<b>Job Title:</b>	Chief Deputy Treasurer	<b>Salary:</b>	
<b>Department:</b>	Treasurer's Office	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Lockhart, Texas	<b>Prepared by:</b>	Human Resources Dept.

\*Applications will be accepted until the position is filled.

\*Please return job application to HR Office (Kristianna Ortiz) 1<sup>st</sup> floor Caldwell County Courthouse.

You may also email your application to [kristianna.aranda@co.caldwell.tx.us](mailto:kristianna.aranda@co.caldwell.tx.us).

### **SUMMARY**

The Chief Deputy Treasurer position assists the County Treasurer in ensuring proper accounting and reporting of county financial transactions and in the responsibility of handling county funds.

Performs a variety of administrative and accounting support functions, including, but not limited to, payroll, cash collections, accounts payable, accounts receivable, related reports and reports on other miscellaneous financial transactions.

The Treasurer's Office receipts money and provides support received from all Caldwell County Offices

### **SUPERVISION RECEIVED**

Works under the general supervision of the County Treasurer.

### **SUPERVISION EXERCISED**

Supervises Deputy Treasurers in all duties.

Responsible for training Deputy Treasurers in all duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Receipts daily all revenues that are turned into the County Treasurer's office. Processes all related reports and balances daily revenues before closing. Prepares bank deposit and verifies balances with daily revenues from all county offices. Post daily revenues to system.
- Assign and enter revenue codes to all line-item transactions from all points of collection.
- Assists County Treasurer in preparing Quarterly Reports. Those reports are: Quarterly Request for County Reimbursement of Juror Payments, Form 74-215 State Criminal Costs and Fees, Form 40-145 (Rev. 1-20/10)  
Civil Fees, Form 40-141 (Rev. 1-19/8)  
Specialty Court Program Account, Form 40-147 (Rev. 9-19/7)  
Sexual Assault / Substance Abuse Programs, Form 40-139 (Rev. 1-20/6) Child  
Safety Seat Program (Annually)
- Assists County Treasurer in monthly preparation and reconciliation of 26 bank accounts.
- Assists County Treasurer in monthly preparation and reconciliation of all incoming credit card transactions from all incoming sources.
- Assists County Treasurer in quarterly preparation and reconciliation of all investment accounts.
- Prepares monthly reports to County Treasurer for auditing and reporting purposes.

- Audits jury checks before processing and disburses jury checks.
- Prints payroll checks and direct deposit stubs and processes all necessary payroll related reports.
- Prints Commissioner's Court checks after Court approval.
- Helps prepares, if necessary, monthly reports relating to payroll as needed.
- Receives monthly financial reports from Elected Officials or Department Heads.
- Receives and handles incoming telephone calls promptly and courteously. Assist visitors; Elected Officials and County employees; providing assistance as needed, promptly and courteously.
- Creates and maintains filing system.
- Assists in preparing and gathering information for annual outside auditors.
- Performs any other duties that may be assigned.
- Orders all office supplies, including legal documents (ex. Laser checks)

*Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the director.*

## **MANDATORY QUALIFICATIONS:**

### **EDUCATION and/or EXPERIENCE**

High School graduate or its equivalent, some college business or accounting courses or two to four years of work experience in an accounting environment or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

### **OTHER SKILLS AND ABILITIES**

Basic knowledge of government operations, especially at the county level. Ability to operate a variety of office machines, including a calculator by touch, computer, postage machine, copy machine; knowledge of general accounting principles; knowledge of/and ability to create and maintain spreadsheets; ability to use Microsoft Word efficiently; ability to establish and maintain effective and productive working relationships with all county employees, Elected Officials, general public and outside organizations; the ability to follow oral and/or written instructions and to request clarification when and if needed; the ability to schedule projects and meet deadlines as needed; skills in problem solving; the ability to interpret problem areas and handle as needed; and the ability to communicate effectively.

### **LANGUAGE SKILLS**

Read and comprehend simple instructions, short correspondence, and memos; able to write detailed correspondence; effectively present information in one-on-one and small group situations to elected officials, department heads, vendors, and senior managers and supervisors within the County.

### **MATHEMATICAL SKILLS**

Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **REASONING ABILITY**

Apply common sense understanding to carry out detailed but uninvolved written or oral instructions; able to deal with problems involving a few concrete variables in complex situations.

## **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to stand, walk; use hands to finger, handle, or feel; reach with hands and arms. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.