

Job Title: Assistant Treasurer

Department: Treasury
Immediate Supervisor: County Treasurer

BRIEF DESCRIPTION OF THE JOB: Reconciles bank statements and investment accounts. Signs new County employees onto payroll, assists the Treasurer on investments of funds and reports and oversees the operations of other employees in the office. Also assists with special projects as assigned.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time Physical Strength Code

1) Reconciles bank statements and investment accounts by maintaining tracking or investments and deposits, reconciling checks in computer database, retrieving reports for the month of reconciled and un-reconciled checks, verifying wire-in payments, ensuring payment accuracy from different agencies and preparing monthly reports of reconciled accounts for other departments.	60%	S
2) Manages the wiring of monies to and from various accounts by maintaining track of checks, tracking receipt errors, ensuring proper credit to client accounts and posting data to appropriate ledgers and journal vouchers.	10%	S
3) Invests monies into accounts by gathering and verifying work totals and deposits, preparing investment recaps per fund of monies, performing wire transfers, preparing journal voucher requests and gathering banking reports to verify balances.	10%	S
4) Assigns new employees to payroll by ensuring new employees understand policies, verifying accuracy of paperwork and proper identification, explaining medical and insurance benefits and maintaining personnel files.	10%	S
5) Performs other duties by performing various administrative duties for the Treasurer, distributing weekly payroll checks, answering telephones, assisting other employees as needed, processing time and attendance cards and performing cashier duties.	10%	S
<i>Physical Strength Column: S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy</i>		

PHYSICAL DEMANDS

Overall Physical Strength Demands:

Sedentary Light Medium Heavy Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	C	Making copies, signing checks
Sitting	C	Desk work
Walking	F	To office equipment
Lifting	O	Files, boxes
Carrying	O	Boxes, files
Pulling	O	File drawers
Pushing	O	File drawers
Using Fine Dexterity	C	Computer keyboard, calculator
Reaching	R	For storage supplies
Kneeling	O	Filing
Crawling	N	
Twisting	N	
Climbing	F	Stairs
Balancing	N	
Seeing	C	Reading, computer screen
Hearing	C	Communicating with co-workers, answering telephone
Talking	C	Communicating with co-workers
Using Foot Controls	N	

Job Title: Accounting Assistant

Machines, Tools, Equipment and Work Aids:

Computer and related software, copier, calculator, printer, fax machine, check-signing machine

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	N	Extreme Temperatures	N	Noise and Vibration	N
Fumes and Odors	N	Wetness/Humidity	N	Darkness or Poor Lighting	N

HEALTH AND SAFETY					
Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	N
Physical Danger or Abuse	N	Other (specify)			

PRIMARY WORK LOCATION					
Office Environment	X	Warehouse		Shop	
Vehicle		Outdoors		Other:	

Protective Equipment Required:

N/A

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	C	Emergency Situations	R
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	C	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	C	Noisy/Distracting Environment	N

JOB REQUIREMENTS

Formal Education:

Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.

Experience:

Over three years up to and including four years experience is required.

Certifications and Other Requirements:

Valid Texas Class C Driver's License

Supervisory:

Work requires functioning as a lead worker performing essentially the same work as supervised employees, and includes training, instructing, and scheduling work.

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.