

Deputy County Treasurer – Accounting I



Position Description

Status

Full-Time, Nonexempt

Compensation

B22

Bargaining Unit

GELC – General Unit

Reports to

Deputy County Treasurer – Accounting II

Supervises

None

Position Category

Specialist

Summary

Performs the banks reconciliation process, prepares and verifies transmittals from the departments, and performs a variety of other functions related to the accounting activities of the Treasurer's Office.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has direct supervisory responsibilities and serves as a coach and mentor for other positions in the department.

1. Prepares and analyzes account transactions posting to all bank accounts and responsible for monitoring transactions posted to the financial system. Performs bank reconciliations and audits.
2. Verifies and accounts for investments, wire transfers, money sweeps and other transactions. Prepares and creates spreadsheets to complete various financial reporting tasks.
3. Monitors, researches and resolves all cash posting problems and errors.
4. Balances regular and revolving individual accounts for County Drains. Receipting money, handling transfers and processing check vouchers.
5. Prepares and calculates transmittals for every county department, verifies deposit or follows-up on discrepancies.
6. Audits and confirms invoice edits for approval and submits documentation to Finance department in a timely manner.
7. Prepares check vouchers for refund checks and journal entries on delinquent tax parcels.
8. Collects money for delinquent property taxes, preparing statements, providing information regarding tax matters to the public, issuing dog licenses and collecting fees.
9. Maintains accounts for all on-line banking deposits and transactions.

10. Maintains journal entry records, transfer funds and verifies cash amounts.

Competencies

Competencies are listed below. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

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.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Limited travel is required.

Required Education and Experience

1. Associate's degree in accounting, finance or related field.
2. Two (2) years of accounting and financial experience
3. Two (2) years of computer skills.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____