# Walsh County, North Dakota

# Job Description

Job Title: Deputy Treasurer II Job Status: Full-Time, M-F, 8:00-4:30

Department: Auditor/Treasurer FLSA Status: Non-Exempt

Reports to: Auditor/Treasurer Effective Date: April 2024

## Nature of Work:

The Deputy Treasurer II will provide accounting and financial support for the County Auditor/Treasurer’s office. The scope of the Deputy Treasurer II responsibilities include the collection of state and local funds, the disbursement of funds, and the accounting of those funds.

**Essential Functions of Work:**

The following is a list of responsibilities for this position and is not intended to be a complete list.

* Maintain internal control procedures and assures that state and national standard accounting procedures of GASB, as well as IRS regulations are maintained.
* Accept real estate tax payments and all revenue for the County and distribute funds.
* Maintain financial records of the County.
* Receipt and balance all cash, check, ACH, and credit card payments on a daily basis.
* Complete bank deposits via remote deposit scanner.
* Reconcile bank statements and prepare necessary reports on a daily and monthly basis.
* Prepare and mail tax statements.
* Process investment deposits and withdrawals.
* Leads the processing of accounts receivable and payable.
* Answer questions regarding ownership, taxes, and valuation of property.
* Provide direct and frequent communication with the public and businesses and respond to inquiries and requests in a professional manner.
* Perform back-up duties for Auditor/Treasurer in absence.
* Perform other duties as assigned or apparent.

**Accountabilities Shared by all Employees:**

* Perform job responsibilities in a manner consistent with the County’s vision, mission and values.
* Develop and maintain a thorough working knowledge of all department and County-wide policies, protocols and procedures that apply to the performance of this position.
* Develop respectful and cooperative working relationships with co-workers.
* Inform Department Head of all important matters pertaining to assigned job responsibilities.
* Explore opportunities for further personal growth and development.
* Represent the County in a professional manner to all internal and external contacts when conducting County business.
* Comply with all rules and policies in order to maintain a safe work environment.

**Desired Minimum Training and Experience:**

Associate’s degree (or equivalent experience) in bookkeeping, finance or accounting is preferred. Knowledge of effectively working with the public, ability to operate various software accounting systems and spreadsheets important. Background in banking is helpful but not essential. Must be detail orientated.

**Work environment and Physical Demands:**

Primary responsibilities are similar to that expected in a typical office environment including sitting, standing, some eye-hand coordination, some lifting of various books and documents at times up to 15-35 pounds. Occasional travel to off-site locations and minimal attendance at meetings may be required. Various office machines are used including but not limited to a desktop computer, telephone, calculator, copier, scanner and fax machine. Position will have infrequent exposure to health hazards and accidents.

**Supervisory Responsibility:**

This job has no supervisory responsibilities.

**Clarification Clause:**

This job description is not intended and should not be construed to be a complete list of all skills, duties, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining the Deputy Treasurer position.The job description is not a contract. The County reserves the right to modify job descriptions at any time. Walsh County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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**Employee Signature Date**