

**COUNTY OF GILLESPIE
JOB DESCRIPTION**



**Assistant County Treasurer
for County Treasurer**

Department: County Treasurer
Position/ Class Title: Assistant County Treasurer
Pay Grade: 12
FLSA Category: Non-Exempt

GENERAL DESCRIPTION

The Assistant Treasurer will be responsible for performing day-to-day activities in the Treasurer's Office that includes accounts receivable, accounts payable, payroll and benefits, banking, regulatory compliance, and reporting. The position provides financial analysis of recorded data for Commissioners Court, elected officials, and department heads and supports the Auditor's Office with reports and data necessary for maintaining financial records in accordance with Generally Accepted Accounting Principles and Governmental Accounting Standards Board requirements.

ESSENTIAL JOB DUTIES

Essential duties/ functions, under the supervision of the County Treasurer, may include but are not limited to:

- Represent the County Treasurer in her/ his absence
- Accounting/ Finance/ Banking
- Records revenue into the financial system and maintains files supporting the transactions
- Maintains vendor files and prepares/ submits appropriate regulatory documents
- Reconciles daily reports for multiple departments and prepares associated bank deposits for delivery to the County's depository bank
- Prepares special payable transactions for Commissioners Court approval
- Prepares and mails vendor payments
- Assists with reconciliation of bank accounts
- Maintains accurate petty cash fund to support the various County fee offices in the conduct of daily business
- Provides information and data to the external auditors during the County Annual Audit
- Assists with grant program management
- Assists with maintaining County investment records
- Works closely with all County departments

Assist the Payroll Specialist and serve as back up for payroll/ benefits, as needed, which include but are not limited to:

- Process biweekly payroll
- Process payments for payroll related benefits including Workers Compensation, Retirement, Group Medical insurance, and all other supplemental elective coverages
- Prepare quarterly and annual Federal and State regulatory payroll reports and make payments as required by law
- Maintain payroll data and prepare Fiscal Year and Calendar Year summations
- In conjunction with Human Resources:
 - Coordinate the paperwork process for New Hires, Terminations, and Retirees
 - Manage the employee insurance process for active employees and retirees
 - Create yearly Holiday/ Pay Schedule
- Prepare and submit various State monthly, quarterly, and annual reports
- Serve as the contact for the Payroll and Financial software vendor and coordinate required system updates
- Performs various office duties as needed and other duties as assigned by the County Treasurer

SKILLS AND ABILITIES:

The ideal candidate will have the ability to:

- Communicate clearly and concisely, both orally and in writing
- Analyze, post, balance and reconcile financial data, ledgers, and accounts
- Plan, organize and coordinate a variety of fiscal activities and programs

- Examine and verify financial documents, reports and transactions
- Interpret, explain and apply applicable laws, codes, and regulations related to County financial operations
- Make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate
- Perform mathematical calculations quickly and accurately
- Operate an office computer and a variety of spreadsheet, word processing and software applications, including financial and accounting programs
- Use initiative and sound judgment within established procedural guidelines
- Observe safety principles and work in a safe manner
- Establish and maintain effective working relationships
- Deal with the public in a professional and positive manner
- Work closely with internal auditor's office
- Assist with annual budget process

MINIMUM REQUIREMENTS / QUALIFICATIONS:

- High School Diploma or equivalent
- Two years' experience working as a clerk or bookkeeper (college courses in accounting or business are a plus)
- Must be at least 18 (eighteen) years of age; must be able to be bonded
- Must be able to pass background check
- Knowledge of Incode Financial Software (a plus)

WORKING CONDITIONS and SCHEDULES:

- County facilities, including vehicles, are smoke-free and alcohol-free working environments. Office environment has heating and air conditioning.
- The position requires daily and prolonged repetitive motor movements, including but not limited to computer data entry and use of office equipment (telephone, calculator, scanner, copier). The position also requires prolonged periods of sitting and standing. Daily placement of records within filing system requires stooping/ bending and moving/ lifting/ pulling storage files and boxes.
- Normal work schedule is Monday through Friday, eight (8) hours per day, 40 hours per week. Duty hours are generally 8:00 a.m. to 5:00 p.m. with an hour for lunch. Unscheduled hours, holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations.

APPLICATION INFORMATION

No resume will be accepted in lieu of an application form. Applications can be downloaded from the Gillespie County "Employment Opportunities" link at <https://www.gillespiecounty.org/>.

Please Return your completed application to:

- Email: hr@gillespiecounty.org
- In Person: Gillespie County Courthouse, Room 102-B (Basement)
- Mail: Gillespie County, 101 W. Main St., Mail Unit #11, Fredericksburg, TX 78624

Gillespie County is an Equal Opportunity Employer. A background check will be required of finalist. New or rehired potential employees will be required to provide documentary proof of their eligibility for employment. Gillespie County is a public employer; therefore, all applications are public information.

I have read and understand the essential duties/ functions; skills and abilities; minimum requirements; and working conditions and schedules of this position.

Print Name Signature Date