

# FISHER COUNTY



## FULL TIME TREASURER ADMIN/DEPUTY ASSISTANT JOB DESCRIPTION

### **SUMMARY OF POSITION**

The Deputy Treasurer and/or Treasurer Administrative Assistant position will perform a variety of clerical, bookkeeping, accounting, and related duties in accordance with departmental procedures as well as state laws and government code statutes.

The Deputy Treasurer and/or Treasurer Administrative Assistant will operate in a professional office environment that will require multi-tasking, in an occasionally fast paced environment with frequent interruptions and the ability to adapt to changes as they arise.

The Deputy Treasurer and/or Treasurer Administrative Assistant has daily contact with Elected/Appointed Officials, county employees and the public and must be able to always communicate in a friendly and efficient manner with a positive and cooperative attitude.

The Deputy Treasurer and/or Treasurer Administrative Assistant must meet many, simultaneous demands for important actions and face some confrontations or other unpleasant situations and demands for results. This is a full-time non-exempt position that reports directly to the Treasurer.

### **ESSENTIAL DUTIES are required and will not be eliminated**

- Attendance and timeliness are required
- Reviews accuracy of timesheets, process payroll, including data entry of employee leave time and hours in Microsoft excel and a financial software system, process all county new hires in compliance with all human resource laws
- Collect, count, receipt, and disbursement of all monies, including payment for election workers, accounts payable, payroll and occasionally cash paid out to jurors
- Banking transactions: including prepare and complete bank deposits and assist in bank reconciliation
- Answer telephone, direct calls and take messages, compile, copy, sort, and file records of the office, operate office machines such as computers, phone system, copier, scanner, fax, paper folders, calculator, and postage machine.
- Compute, record, and enter data and other information such as records and reports accurately, maintain and update filing, inventory, mailing and data base systems manually or electronically
- Process and prepare documents such as government forms, letters, memos, billings, and reports, review files, records, and other documents to obtain information to respond to questions, general information and complaints from Elected Officials, employees, or the public
- Attends meetings, training sessions as required by the Treasurer
- Process, data entry and prepare reports for county and employee retirement

### **ADDITIONAL DUTIES**

- Serves in the absence of the Treasurer at the Treasurer's discretion, run errands for the office, including but not limited to bank, post office or other county offices
- Any other duty as assigned by the Treasurer within the scope of the department

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Accounting and office procedures
- Operate a computer using Accounting Software, Microsoft Office, Excel, and Other Online Websites.
- Operate a calculator and/or adding machine

- Communicate with office holders, employees, and the public
- Work well with interruptions in a frequently fast paced environment
- Adapt to change easily
- Ability to understand, remember, and apply oral and/or written instructions or other information
- Ability to understand, remember and communicate routine, information
- Ability to organize, prioritize and work independently
- Ability to apply common sense in performing job duties, even in stressful situations
- Ability to make sound decisions which have moderate impact on the county
- Ability to compose letters, memos, and basic reports and orally communicate technical information
- Ability to hear and speak effectively on the phone
- Ability to express or exchange ideas by means of the spoken word, communicating orally with others accurately, loudly, and quickly
- Ability to count accurately
- Ability to add, subtract, multiply, divide and to record, balance and check results for accuracy
- Complete confidentiality is required on all information protected by law and other sensitive information that may be damaging to Fisher County employees, officials, or the public dealing with this office

### **PHYSICAL STANDARDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position.

- Frequently or daily required to talk, hear, see, sit, stand, kneel, climb, feel and use finger to handle and arms to reach
- Required to be able to sit or stand for prolonged periods of time
- Visual requirements include up close and at a distance in color and black and white.
- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Frequently operates a computer and other office productivity machinery, such as a calculator, adding machine, copy machine, and computer printer
- Occasionally positions self to maintain computers in the office, including under the desk
- Frequently communicates with elected officials, employees and the public using telephones, computers, and in person.
- Lift to 15 pounds regularly and up to 40 lbs. occasionally

### **SPECIAL CONDITIONS**

- Interaction with public and other county officials required
- Professional business attire must be worn to work daily
- Must be able to obtain a surety bond as described in government statute

### **EDUCATION/EXPERIENCE**

- Requires a high school diploma or equivalent.
- 2 years clerical experience or training preferred which provides the required knowledge, skills, and abilities
- Knowledge in Human Resource, Payroll and Local Government preferred but not required.

### **LICENSES REQUIRED**

- Must maintain current Texas Driver's License
- Must maintain current Auto Liability Insurance