

GENESEE COUNTY

DEPUTY COUNTY TREASURER

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for maintaining efficient fiscal administration. Work is performed under the supervision of the County Treasurer. Supervision is exercised over other Treasurer's Office staff and departmental daily operations. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Reviews and approves countywide payroll and accounts payable, including processing and submittal of electronic files to banks and other entities related to payroll;

Prepares, reviews, and submits required reports to New York State and the Federal Government such as NYS retirement reports, NYS-45, 941, W-2, 1095, 1099;

Assists in the preparation of financial reports as required by standards set by the Governmental Accounting Standards Board (GASB) and other relevant financial reports such as for component units of the county;

Assists with cash management including the review of positive pay exceptions and the investment of funds;

Maintains pertinent data in the County's ERP financial and payroll system;

Management and supervision of staff including oversight over accounts payable, payroll, accounts receivable, tax collection, foreclosure proceedings, bank reconciliations, and all other necessary functions of the office;

Assists with the preparation of the annual budgets for the Treasurer's Office, Water Fund, and other general revenues and expenses of the county;

Administrator of the purchasing card program along with the County Treasurer and Purchasing Director;

Assists with the preparation and review of various RFP's relevant to the financial operation of the county;

Acts in the absence of the County Treasurer;

Performs a variety of related activities as required.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Good knowledge of the use of computers, software applications, in particular Excel, and data processing systems. Good knowledge of business practices, accounting methods, and the ability to interpret financial reports. Ability to prepare and present complex written and or oral reports clearly and concisely. Ability to coordinate and supervise a variety of departmental activities and to supervise the work of others. Determined interest in maintain a high standard of professional ethics. Ability to exercise sound judgement and professionalism.

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MINIMUM QUALIFICATIONS:

EITHER:

- A. Possession of a Master's Degree in Accounting, Business or Public Administration, Mathematics or related field;

OR:

- B. Possession of a Bachelor's Degree in Accounting, Business or Public Administration, Mathematics or related field AND one (1) year of relevant full-time, paid experience;

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>.

RESIDENCY REQUIREMENT: Must be a resident of Genesee County