

COUNTY TREASURER ASSISTANT JOB DESCRIPTION

GENERAL DESCRIPTION

The Assistant to the County Treasurer is a professional who works in county government in the office of the County Treasurer. The County Treasurer is the chief custodian of all county funds. The assistant treasurer responsibilities include analyzing the financial records and assisting the team members and the County Treasurer to successfully perform different kinds of treasury management duties.

PRIMARY DUTIES AND RESPONSIBILITIES

Perform treasury assistant functions and activities to the treasury department.

1. Prepare and communicate day to day banking activity.
2. Assist and prepare in physical cash counting activity.
3. Check, inspect and verify daily cash transactions.
4. Resolve discrepancies in cash transactions.
5. Check, verify and reconcile bank deposits and bank payments.
6. Transparency in maintaining proper records and documents including County grant records, documents and reimbursement reports.
7. Maintain knowledge of all aspects of human resources and payroll in relation to the policies and details outlined in all county benefits and compensation procedures and policies.
8. Should have hands on experience in financial controlling and budgeting
9. Entering the financial data accurately and speedily
10. Financial Grant Management duties, including maintaining financial records to account for all grant revenues, expenditures and funds, requesting payments and submitting reimbursements, and completing all required financial reporting as required and outlined in each County Grants.
11. All other duties assigned by the County Treasurer as needed.

PREFERRED EXPERIENCE AND EDUCATION

Any person who is a graduate in finance related field or relevant professional experience of more than two years is eligible to apply for the post of an assistant treasurer in any government body or any medium and large sized organization's financial departments.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to interpret guidelines, policies, procedures, and regulations; to evaluate fiscal data for reasonableness, necessity, and conformity with grant requirements; to communicate effectively; and to train others. Active knowledge and awareness of community planning and local government and law enforcement administration related to budgets and the financial aspects of county government operations. Ability to maintain effective working relationship with elected and appointed officials. Should be reliable, honest, trustworthy and unbiased. Have proper organizational and time management skills. Should have extensive knowledge of accounting and the legal laws, rules and procedures pertaining to governing body or organization. Should be very transparent and should be able to provide and explain the relevant details whenever demanded. Should possess excellent communication skills. Should be well-versed with latest office equipment's and procedures. Should be proficient with computers. Should be able to work independently and effectively without the instructions of the County Treasurer.

WORK SCHEDULE

The assistant treasurer is required to work in the office having general office timings. However, he may be required to work extra during the accounting closing procedures.

COMPENSATION

The County Treasurer Assistant is an employee of Brewster County. Therefore, the employee must understand and abide by the Brewster County Employee Handbook. Salary Range from 30K – 37K, salary to commensurate with experience, Brewster County Employee Benefits Package will also be part of the intended salary.

Resume and references required with the submission of a Brewster County Employment Application.

Employment information and forms:

<http://www.brewstercountytexas.com/employee-information/employment/>

**Brewster County
Application for Employment**

Instructions: Complete all necessary information. You may be asked to provide additional information on another form. Please Print.

Name _____

Social Security# _____ Phone() _____

Address _____

City/State/Zip _____

Would you accept full-time work? Yes No Would you accept part-time work? Yes No

On what date would you be available for work? _____

Have you ever been employed by Brewster County before? Yes Dates _____ No

Do you have a legal right to be employed in the U.S.? Yes No (If yes, proof is required)

Are you of legal age to work? Yes No

Educational Background

High School:

Name and location _____

Date of Graduation _____ Did not graduate

If you did not graduate from High School, do you have a GED? Yes No

College:

Name and location _____

Course of Study _____ Did you graduate? Yes No

Degree or diploma _____ Date _____

Graduate School:

Name and location _____

Course of Study _____ Did you graduate? Yes No

Degree or diploma _____ Date _____

Vocational Training -- other:

Name and location _____

Course of Study _____ Did you graduate? Yes No
Degree or diploma _____ Date _____

Continuing Education: _____

License & Certifications:

Do you have a Texas Drivers License? Yes What type of DL? _____ No

Do you hold any special licenses or certifications? (List) _____

Do you have experience or special skills in Accounting Finance, Human Resources, Risk Management/Insurance or Grant related matters?

If so, please describe your experience: _____

Describe your level of proficiency with computers/IT _____

Are you able to travel to attending training and continuing education related to your employment?
(County pays expenses) _____

Previous Employers and Addresses

If you do not want us to contact your present employer, please write "Do Not Contact" by that Employer's information. List the most recent employer first, and list your employment for the last 10 years.

1. Company Name _____ Phone () _____
Contact Name _____
Address _____ Employed From _____ to _____
Position _____ Reason for leaving _____ Last Wage _____

2. Company Name _____ Phone () _____
Contact Name _____
Address _____ Employed From _____ to _____
Position _____ Reason for leaving _____ Last Wage _____

3. Company Name _____ Phone () _____
Contact Name _____
Address _____ Employed From _____ to _____
Position _____ Reason for leaving _____ Last Wage _____

4. Company Name _____ Phone () _____
Contact Name _____
Address _____ Employed From _____ to _____

You may attach additional pages if necessary. You may also submit a separate resume and any other information which you believe may be pertinent.

I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME IN THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

BY SIGNING THIS APPLICATION, I AGREE THAT THE COUNTY MAY CHECK MY BACKGROUND AND CRIMINAL HISTORY.

WHERE CAN WE CONTACT YOU? _____
(PLEASE LEAVE PHONE NUMBERS) _____

APPLICANT'S SIGNATURE _____
DATE _____