

EASTLAND COUNTY

JOB DESCRIPTION

Position Title: Deputy Treasurer

Department: County Treasurer

Reports To: Christina Dodrill, County Treasurer

Salary Range: \$15.29 per hour

Non-Exempt, Full-Time Position

Position Summary: The primary function of this position is receiving all monies payed to the County and paying all bills incurred by the County.

Essential Job Functions:

1. Receiving and receipting all monies collected by individual departments within the County as well as all other payments to the County
 2. Entering and paying all bills and debts incurred by the County
 3. Reconciling accounting general ledgers
 4. Answering telephone, greeting and interacting with people entering office
 5. Processing County bi-weekly payroll
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Additional Job Duties: Making bank deposits, operating office equipment (i.e. computer, printer, scanner, fax, copier, 10-key calculator etc.), filing records, performing records management duties

Education: High school diploma or GED equivalent; Accounting/bookkeeping knowledge preferred

Required Skills: Knowledge and use of Microsoft Office Word; Excel; and Mail and 10-Key Calculator, ability to work with a variety of County officials, employees and the public

Preferred Skills: Knowledge of accounting/bookkeeping methods

Physical Requirements: Requires the ability to sit at a desk for long periods of time and intermittently, walk, stand, stoop, kneel and reach while performing office duties. Must be able to lift or move up to twenty pounds. Requires the ability to type on computer keyboards, press calculator keys and dial telephones.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

JOB DESCRIPTION

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees are required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Employee's Signature

Date

Department Head Signature

Date