

MARION COUNTY DEPUTY TREASURER JOB DESCRIPTION

GENERAL DESCRIPTION OF POSITION

Cover day-to-day office duties.

Ensure daily that the bank balance agrees with the software program.

Ensure all computer equipment and sensitive documents remain secure.

Scan in documents for digital recording and easy access.

Keep receipts and check registers in an organized file.

Organize and file all voids, re-issued checks, county court orders and ordinances for the Treasurer's office.

Keep track of all deadlines, reports and payments to and from the Treasurer's office and other state and local entities.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Process county checks; void, reissue & stop payments with the bank.
2. Process checks and/or direct deposits for all employees and vendors.
3. Process and document ordinances, court orders and transfers as applicable.
4. Reconcile bank statements and receipts daily
5. Distribute interest monthly.
6. Receipt in revenues collected by all county offices.
7. Receipt in current & delinquent personal property & real estate taxes, state land sales and taxes, homestead tax relief credits, and various state and federal aid revenues. Calculate distribution amounts to the appropriate entities and key into the software.
8. Process monthly distributions to all taxing entities by check or direct deposit and provide a monthly ledger report for each either by email or mail. (Ex: schools, fire departments, cities & library.)
9. Print checks to all other entities that receive fines and/or fees collected and disbursed by District Court or the County & Circuit Clerk, such as Law Library and Administration of Justice funds.
10. Monthly warrant (checks) reconciliation between Treasurers general ledger, accounts payable, and payroll.
11. Provide revenue and balance information to Quorum Court members, all county offices, auditors and the public as needed.
12. Maintain office supply inventory.
13. Ad Valorem monthly report sent to Arkansas State Treasurer's Office for all school districts; issue receipts and process checks.
14. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned above satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE

High school diploma or GED required, plus specialized schooling and/or on the job experience in a specific skill area, i.e., data processing, clerical/administrative, public service, etc. Secondary education in a business- or government- related field preferred.

COMMUNICATION SKILLS

Ability to compile data and create reports, correspond professionally, and effectively present and communicate information in response to questions from groups of managers, clients, customers, and the general public.

ADDITIONAL INFORMATION

Interrelationships: Reports directly to the Marion County Treasurer and works with all county departments and citizens.

Required skills:

- Skill in operation of the following office machines: computer, calculator, copier, scanner, and fax machine.
- Office document proficiency using Excel, Word & Outlook.
- Accounting/bookkeeping procedures and concepts.
- Filing, organizing, and composing emails and letters.
- High level of accuracy with numbers.
- Reports and bank statements.
- Ability to follow instructions and meet important deadlines.
- Ability to be a team player, work positively and professionally with others.