

LINN COUNTY CLASSIFICATION

TITLE: CHIEF DEPUTY TREASURER/BUDGET ASSISTANT

NUMBER: 075

APPROVAL ORDER

PAY RANGE: 15

NUMBER: 2014-119

CATEGORY: MANAGEMENT/EXEMPT

DATE: June 3,

2014

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Assist in the general operation of the Treasurer's Office. Work involves maintaining records, performing accounting functions and assisting in developing the County's budget.

SUPERVISION RECEIVED: Works under the supervision of the Treasurer who assigns duties, provides training and evaluates work performance.

SUPERVISION EXERCISED: Exercises supervision over assigned staff and may assist with employee selection, orientation and training.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position and remain in the position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Assist in recording receipts and disbursements. Balance summary ledger daily, compare figures with financial software data and make corrections as necessary. Produce daily deposits reports. Maintains databases for several third party vendors for the offices and departments that use Electronic Banking transactions. Also helps with maintaining the Software accounting database infrastructure.
2. Monitor daily activity in all bank accounts for Electronic Fund transfers, credit card deposits, Merchant (3rd party vendors) activity, both debits and credits, in order to reconcile and maintain accurate records. Update data into financial software in order to prepare reports for offices and departments daily. Monitor Payment Card Industry (PCI) compliance issues with offices and departments making sure they are following policies for using cards. Update data bases within the bank software for employees using credit card deposits as part of their daily deposits.
3. Post receipts, disbursements and transfers; post tax distributions; disburse monies to schools, cities, fire and water districts; distribute statements for taxing districts; and allocate accrued interest. Work with auditors of the taxing districts to produce all transaction reports to be audited at the end of each year. Prepare all refunds for the Tax Office on accounts that have been overpaid.
4. Post procurement card data and reconcile monthly with all offices and departments using a procurement card. Update and evaluate card activity with the bank and maintain the information changes to each card. Keep files on each user and authorized paperwork and credit limits to each card.

5. Perform payroll balancing and transfer money electronically within the banks daily to meet payment requirements. Prepares and makes bank transfer payments for State garnishments, flexible spending accounts, health insurance, PERS and deferred compensations during the month. Maintain the database for health insurance/benefits and makes payments monthly.
6. Deposits and maintains bank accounts for Sheriff Civil Office on Foreclosures, Bail, and pass through dollars to the State of Oregon. Deposits and maintains accounts for Planning and Building Department, Clerk, Surveyor, Dogs, G.I.S., Parks Department and Court Security outside of the County Budgets.
7. Transfer outstanding checks to the trust fund; prepare annual report on abandoned property for the State of Oregon; compute payments on road liens and send statements; invoice the juveniles for fines and court fees; and disburse subpoena money for the District Attorney. Notarize documents for the public upon request.
8. Maintain budgeted accounts for assigned departments. Maintain budgeting information on all employees as to the department; employee name and number, classification, salary, range, step, leaves of absence, merits, etc.; maintain lists of union and non-union affiliated positions.
9. In the absence of the Treasurer, assumes those duties and responsibilities delegated by the Treasurer.
10. Assist Budget Officer in preparation of annual County budget.
11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management=s decision on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of accounting and bookkeeping principles, practices, and methods. Considerable knowledge of standard office practices and procedures. Some knowledge of taxing districts, financial records, bonds, and banking practices, governmental budgeting, etc.

Ability to maintain financial records; make mathematical calculations rapidly and accurately; prepare clear and concise reports; understand and follow oral and written instructions; good secretarial skills; establish and maintain effective working relationships with officials, employees and the general public; operate standard office machinery, familiarity with computers.

EXPERIENCE, EDUCATION AND TRAINING: Five years of progressively responsible experience in bookkeeping or accounting and banking. Graduation from high school, supplemented by college level coursework in accounting or related field; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.