



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Deputy Treasurer III
Department: Treasurer's Office
FLSA Status: Non-exempt
Job Code: 1201
WC Code: 8810
Effective Date: May 18, 2006
Last Revised: April 1, 2013
Pay Grade: A13
Union: AFSCME

SUMMARY

Performs technical accounting and treasury work within the Treasurer's Office, operates and reconciles banking and investment transaction systems, provides guidance to county departments about internal control procedures related to cash handling, safeguarding assets and reporting, develops procedural recommendations and/or accounting projections based on analysis of data; does related work as required. Work is performed under the general supervision of the County Treasurer or Chief Deputy Treasurer. Work is periodically reviewed for accuracy and compliance with departmental policies and governmental regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Perform complete accounting cycle work for the Treasurer's Office.
2. Accounts for multiple bank accounts and investments, prepares periodic reports and reconciliations.
3. Monitors the accounting for all revenue received and related internal control functions.
4. Reviews work generated by other departments and sources, verifies accuracy, and provides treasury accounting guidance and training to internal customers.
5. Processes daily electronic banking transactions, reconciliations and reports.
6. Prepare the daily recordkeeping and reporting necessary for management of the Treasurer's Office.
7. Prepares complex financial reports and analysis using spreadsheets, word-processing software and other computer software including the County's financial reporting system.
8. Complete special projects and other duties as assigned.

9. Work assignments are performed independently, under general supervision and reviewed primarily on the basis of results attained.

SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibilities, but acts as lead in the absence of the Treasurer and therefore may direct work of others as delegated. Lead responsibilities generally include organizing work flow, ensuring adequate tools and/or supplies, and directing, coordinating, monitoring, training, providing feedback, and/or checking the work of the employees over whom the lead person is assigned. Employees assigned to Lead positions are not responsible, and have no authority, to approve leave, discipline, hire, terminate or perform formal evaluations of employees; although they may have input into any of these processes.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Associates Degree (AA), preferably supplemented by additional coursework in accounting; and four years of progressively responsible experience in accounting with exposure to the application of basic accounting principles or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described essential duties and responsibilities.

JOB IMPACT

The most common consequence of error would involve financial loss due to improper maintenance of records or miscalculations; possible litigation; and/or public embarrassment.

JOB CONTACTS

The position generally has contact with other County departments, divisions, programs; state and federal agencies; and the public. Frequent contacts are made with other County Departments, Divisions and Programs, other governmental agencies, outside agencies and the public.

LANGUAGE SKILLS

Must have a full command of English composition, spelling, business formats and mathematical skills. Must have the ability to prepare effective written reports, correspondence, memoranda, policies and other written documents. Must have excellent oral communication skills, the ability to explain policies and procedures.

MATHEMATICAL SKILLS

Perform complex mathematical computations with speed and accuracy. Perform extensive detailed work involving numerical data. Maintain appropriate internal control procedures over cash transactions and related accounting. Apply general accounting principles in resolving problems and verifying accuracy of others' work. Make accurate mathematical computations using decimals, fractions and percentages. Prepare detailed fiscal reports.

REASONING ABILITIES

Ability to exercise initiative and judgment in completing tasks and responsibilities; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; and interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Must have the ability to analyze and make decisions and judgments relating to area of responsibility.

OTHER SKILLS AND ABILITIES

Advanced recordkeeping practices used in the maintenance of fiscal accounts; internal control systems, electronic banking systems and procedures, investment procedures; generally accepted accounting principles; and modern office practices including the operation of machinery and software used in the County Treasurer's Office.

Perform complex mathematical computations with speed and accuracy. Perform extensive detailed work involving numerical data. Maintain appropriate internal control procedures over cash transactions and related accounting. Apply general accounting principles in resolving problems and verifying accuracy of others' work. Make accurate mathematical computations using decimals, fractions and percentages. Prepare detailed fiscal reports. Establish priorities and organize own workload. Effectively communicate, both orally and in written reports. Understand Oregon

Revised Statutes that pertain to departmental functions. Utilize computers and software to access and update records, import and analyze data. Use keyboards and 10-key calculators by touch. Maintain effective working relationships with other departments, employees and the general public.

CERTIFICATES, LICENSES, REGISTRATIONS

None

BACKGROUND INVESTIGATION

Those employed in this position may be subject to a background investigation including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 25			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Speech, Vision & Hearing

<input type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe: Operate computer for data entry, correctable vision	
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:	
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:	

Exposure - Environmental Factors

<input type="checkbox"/>	Heat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>