

## **Deputy Treasurer**

### **Job Description**

Non-Exempt

#### **Reports to:**

Under general supervision of the County Treasurer

#### **Job Summary**

This position will be hired to perform work related to all areas of the Treasurer's office. Substantial work will be focused on revenue collection, property taxation, financial reporting, accounting, and assisting the Treasurer with day-to-day duties. Deputy will also handle vehicle registration renewals and motor vehicle sales tax collection. This position must be able to work 40 hours per week during regular office hours.

#### **Essential Functions**

- Work well with other staff in a team approach.
- Cross train and work in all areas of the office determined by the Treasurer
- Operate office equipment including a computer, multi-line office phone, copier, and credit card terminal.
- Perform cash handling duties including processing cash, check, and credit card payments.
- Balance assigned cash drawer and prepare combined office reports and balances.
- Identify and record assigned county revenues, calculate land redemptions and delinquent taxes, and process miscellaneous receipts.
- Draft correspondence to customers for tax or vehicle registration payments that cannot be processed.
- Assists with calculating and collecting delinquent taxes in accordance with Wyoming State statutes.
- Assist with annual tax activities including registering participants for tax sale, collecting money for taxes sold, and preparing certificates of purchase for mailing.
- Process mobile home movement applications and issue tax status for mobile home title changes.
- Serve as an information source on various aspects of taxation, identify and direct questions and phone calls to appropriate department or office.

- Work directly with county employees, elected officials and the public in a courteous and professional manner.
- Examine and evaluate required vehicle registration documentation in accordance with Federal/State laws and departmental procedures, issue vehicle registration and license plates.
- Examine and evaluate required documents for vehicle sales tax collection in compliance with state law, regulation, and departmental procedure.; collect sales tax, assess interest and penalties, and issues receipts.
- Become familiar with chart of accounts and carry out multiple accounting functions including but not limited to account/fund reconciliation, voucher and invoice processing, working with auditors, and revenue reporting.
- Assist with receipt and disbursement of Federal, State, and local government funds.
- Calculate and issue mobile machinery stickers
- Other duties as assigned.

### **Supervisory and Management Responsibilities**

This position will have no supervisory or management responsibility. All duties will be under the direction of the Treasurer.

### **Interpersonal Skills**

Position requires effective communication with county employees and the public. Questions asked of this office are often difficult and complicated in nature and answers will need to be succinct and clear.

### **Knowledge, Skills & Ability**

- Knowledge of pertinent federal, state, and local laws and regulations
- Knowledge of generally accepted accounting principles and practices relating to public finance.
- Skill and proficiency in the use of office machines including computers using word processors, spreadsheets, databases, and Point of Sale and accounting software.
- Ability to maintain confidentiality of information and data.
- Ability to carry out multiple simultaneous projects and meet strict deadlines.
- Ability to handle most of assigned duties with minimal supervision.
- Ability to prepare and maintain accurate records and reports.
- Effective communication both orally and verbally.

### **Working Conditions/Special Requirements**

- Standard office working environment
- Must be bondable.
- Must be able to occasionally lift and carry items up to 40 pounds.

### **Education and Experience**

High School Diploma or equivalent; A background in office management, governmental or related field, or accounting is desirable.

### **Equipment used:**

- PC
- 10 Key
- Multi-line phone system
- Copier/Scanner/PC Fax
- EFTPOS/Credit Card Terminal

Carbon County offers a complete benefit package as noted in the county's personnel manual to those working 30 or more hours weekly including sick/vacation leave, medical, dental and life insurance, Wyoming State Retirement and 457 deferred compensation programs.

*Carbon County is an equal opportunity employer. Carbon County does not discriminate against, and provides equal employment opportunities for, all employees and applicants in employment matters, without regard to race, color, sex or gender, sexual orientation, gender identity or expression, national origin, religion, disability status, age, political affiliation, protected veteran status, genetics, or any other characteristic protected by federal or state laws and regulations, except where specific requirements constitute bona fide occupational qualifications necessary to proper and effective job performance. This applies to all terms and conditions of employment, including but not limited to recruitment, selection, hiring, placement, promotion, termination, layoff, transfer, leaves of absences, compensation, and benefits*