Deputy Treasurer

**Funding**: 101-253 General Fund-Treasurer

**Salary:** full time, permanent, non-exempt $43,000 to $50,000 plus benefits

**Report to:** Treasurer

**Supervises:** None.

# Definition

Under general direction of the Treasurer, carry out generally accepted accounting practices in support of the Township of Scio.

# Duties

1. Provide support to the Treasurer in support of statutorily defined duties.

2. Process daily mail and drop box cash receipts for tax payments and utility payments.

3. Process miscellaneous receivables.

4. Balance daily cash drawer receipts.

5. Prepare bank deposits.

6. Maintains files on cash batch backup documentation.

7. Maintains accounts receivable records, preparing invoices based upon authorized requests. Follows up on delinquent accounts.

8. Provide support to utility billing as needed, know how to use Utility Billing module, respond to customer questions.

9. Serves residents by responding to walk-in/counter inquiries or over the phone regarding utility bills, property taxes, special assessments, accounts receivable, accounts payable, and the like.

# Knowledge Skills and Experience

1. Knowledge of the best practices, procedures, methods and techniques associated with accounting and finance.
2. Knowledge of local, State and Federal statutes, ordinances, regulations and procedural requirements pertaining to municipal treasury and accounting.
3. Skill in handling difficult public relations or customer services issues with tact and diplomacy.
4. Skill in the use of general office equipment, computer systems and related software.
5. Skill in preparing and organizing complex information and making effective public presentations.
6. Skill in maintaining accurate and comprehensive records, accounts and other public documents.
7. Ability to remain abreast of technical developments and best practices within professional field of expertise, and willingness to participate in ongoing education and training.
8. Exceptional time management and verbal and written communication skills.
9. Professional manner and a strong ethical code.
10. Commitment to working efficiently and accurately.

Software: BS&A, MS Office Suite.

Other: Ability to be bonded.

# Experience and Training

1. At least 3 years of professional experience in accounting, bookkeeping, finance, or related field. Experience in government finance preferred.
2. Preferred Possession of Associates level or higher in Accounting, Public Finance, or related field.