

DEPUTY TREASURER

GENERAL STATEMENT OF DUTIES: The employee in this class performs accounting and recordkeeping tasks according to standardized accounting practices; does related work as required. Performs administrative and customer service functions in support of the operations of the Treasurer's Office. Primary job duties include but are not limited to answering telephone, greeting customers, applying tax payments, providing information and assistance to taxpayers. Position requires working independently with limited required supervision.

DISTINGUISHING FEATURES: This position is highly responsible for performing numerous and varied administrative tasks to help maximize the efficiency of the County Treasurer's Office. Requires the exercise of considerable judgment in adapting to new work procedures and new situations. Interacts frequently with the public. Work is performed under the general supervision of the County Treasurer.

ESSENTIAL FUNCTIONS OF POSITION: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Receive and process tax payments
- Balance and close cash drawer daily
- Prepare bank deposits
- Sort and process incoming and outgoing mail
- Assist in maintaining office files and records
- Operate computer, adding machine, word processor, accounting financial software, and other office machines
- Answer the telephone, and assist individuals who come to the Treasurer's Office in a professional and courteous manner

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES: Associate's degree from an accredited college with major course work in accounting or related field; supplemented by public or private accounting; or an equivalent combination of education, training, and experience is preferred. Prior experience in banking or accounts receivable is preferred. Any equivalent combination of education or experience sufficient to demonstrate the knowledge, skills, and abilities will be considered. Must have excellent oral and written communication skills.

PERFORMANCE INDICATORS: The work performance of an employee in this position is routinely evaluated according to the performance criteria outline:

- Knowledge of Work: Has thorough knowledge of the methods, procedures, and policies of Montgomery County as it pertains to the Treasurer's Office. Has strong public relations skills. Has thorough knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position. Knows how to maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with whom position interacts.
- Quality of Work: Maintains high standards of accuracy in performing duties and responsibilities. Exercise immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.

- Quantity of Work: Performs described essential functions and related assignments efficiently and effectively in a manner to produce a quantity of work which consistently meets established standards and expectations.
- Dependability: Assumes responsibility for completion of assigned functions. Completes assigned work within established deadlines in accordance with directives, policies, standards, and prescribed procedures.
- Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness.
- Judgment: Exercises analytical judgement in areas of responsibility. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks supervisory advisement where appropriate, and researches issues, situations, and alternatives prior to exercising judgment.
- Cooperation: Accepts supervisory instruction and direction, and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences is justified, i.e., poor communication, variance with established policies and procedures, etc.
- Relationship with Others: Develops and maintains cooperative and courteous relationships both intra- and interdepartmental personnel, as well as any external entities with whom position interacts. Tactfully and effectively handles requests, suggestions, and complaints in order to establish and maintain goodwill.
- Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time management methodology. Avoid duplication of effort. Estimates expected time of completion for work elements, and establishes a personal schedule accordingly. Implements work activity in accordance with priorities and estimated schedules set by the supervisor.

Selected Candidate will be required to pass a criminal background check. Anticipated start date is July 20, 2021. Starting pay is \$15.64 hourly.

If interested, please send resume and application to the below mailing or email address:

Montgomery County Treasurer
Attn: Heather Laffoon
100 East Main Room 101
Crawfordsville, IN 47933

Email: heather.laffoon@montgomerycounty.in.gov