

<b>JOB TITLE</b>	Deputy Treasurer/Payables	<b>JOB CLASSIFICATION</b>	FLSA NON EXEMPT
<b>DEPARTMENT</b>	Treasurer	<b>COMPENSATION</b>	
<b>SUPERVISOR</b>	County Treasurer	<b>HOURS</b>	40 hrs week
<b>JOB SUMMARY</b>	Verify & process all vendor invoices for approval & payment & disburse payments while maintaining functional filing system		

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Comply with commissioners court policy regarding legal purchases made by departments
- Date stamp, review, record and process all invoices delivered for payment
- Advise other entry clerks on general ledger coding questions
- Works closely with department heads to ensure required information is included on all invoices presented for payment
- Reports budget shortages to auditor
- Issues and mails all payments with necessary documents
- Assist department heads with prepay request, authorizations and issuance of credit cards
- Organizes and maintains filing system for payments and follows retention requirements
- Reconciles office petty cash
- Pays jurors cash and reconciles and process juror payments
- Maintain & secure postage equipment and assist other employees in proper operation.
- Sets up & maintains vendor file system in financial software
- Completes paperwork to establish new accounts with vendors
- Regularly reconciles accounts payable accounts
- Interacts with vendors in resolving payment disputes
- Maintains & secures check stock
- Maintain worksheets to distribute expenses to departments from cost centers
- Verify, produce & distribute Form 1099
- Cross train with other office personnel
- Represents Treasurer in professional manner

**NOTE** The duties listed above are intended only as illustrations of types of work that are required. The omission of specific statements of duties does not exclude them from the position.

**MINIMUM JOB REQUIREMENTS**

**Education & Certifications**

5 years experience in business office relating to bookkeeping responsibilities  
Must be bondable and hold valid TDL

**Skills & Knowledge**

Excellent verbal and written communication, organizational & time management skills  
Proficient in understanding & implementation of Microsoft Office Suite, banking software and accounting software  
Requires interpersonal skills and ability to deal effectively with the public, employees and officials  
Self motivated & has ability to understand and follow oral and written directives  
Physical command of 10 Key adding machine, PC & other office machines with speed & accuracy  
Critical thinking and analytical ability necessary for critical calculations, balancing & compliance with policies  
Knowledge of necessary records retention laws & policies applying to job responsibilities  
Knowledge of Open Records law & responses to request  
Ability to maintain confidentiality of sensitive information

**Working Conditions**

Must be able to lift 10-15 pounds, sit for long periods of time, use both hands and speak clearly  
Must possess a team player mentality and handle stressful situations  
Ability to process accurate work under pressure  
Must possess ability to meet deadlines  
Must effectively deal with others in difficult situations.  
Must represent the office in professional manner

**Physical Conditions**

Must be able to use both hands & verbally communicate  
Essential and marginal functions require maintaining physical condition necessary for sitting prolonged periods of time, lifting 15-25 pounds; general manual dexterity.  
Small print & repetitive numbers letters require acute vision.

**Pre-Employment Requirement:**

Must be able to pass Background Check, Pre-Employment Physical & Drug Screen

\*\*\*EQUAL OPPORTUNITY EMPLOYER\*\*\*