

Job Title: Chief Deputy

Prepared By: County Treasurer

Classification: Full-time

Prepared Date: May 12, 2015

Department: Treasurer

Approved By: Human Resources

Reports To: Treasurer

Approved Date: 2/3/2016

Location: 525 E. Grand Ave.

FLSA Status: Exempt

Summary: Under limited direction assists in supervising, planning and coordinating the activities and operations of the County Treasurer's Office; to coordinate activities with other departments, divisions, outside agencies and the general public; to provide highly responsible and complex staff assistance to the County Treasurer; interpret and administer the rules and regulations of the office and statutes of the State of Wyoming; assume responsibilities of County Treasurer in his/her absence.

Essential Job Functions: Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is *ILLUSTRATIVE ONLY*, and is not a comprehensive listing of all functions and tasks performed by positions in this class. The job description is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Coordinates the operation of County financial systems, plans, monitors and controls the flow of information into and out of the accounting and budget system including the design and maintenance of the chart of accounts, software functional settings, and operational procedures.
- Supervises, trains, and evaluates County Treasurer's accounting staff; oversees the processing of account receivable, cash receipts, grant project accounting, general journal transactions, and fixed assets.
- Establishes and maintains effective internal controls for all areas relating to revenues; monitors the proper application of accounting principles, government codes and regulations applicable to County financial transactions.
- Prepares and administers the revenues for County budget during the operating year including attending budget hearings, preparing budget amendments, and reviewing revenue; advises the budget officer, Board of County Commissioners, Elected Officials and Department Heads in relation to revenue matters.
- Reviews, coordinates, and provides assistance in the development of annual reports and audits.
- Conducts financial analysis; prepare revenue forecasts, and reports required by regulatory agencies.
- Reconciles all fund balances; initiates journal entries to bring the system into balance.
- Oversees the maintenance of financial reports, fixed assets, and investment records.
- Maintains current knowledge of County procedures and policies, federal/state laws and regulations, accounting standards, conducts research in relation to statutory laws, auditing procedures, governmental accounting standards, governmental accounting, auditing, and financial reporting.

- Verify work of assigned staff for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Answers telephones, greets public, and provides general information within area of assignment.
- Coordinates and maintains records and files, and prepares or assists with reporting as required.
- Prepares, processes, and mails correspondence.
- Provides assistance with coordinating departmental activities and conducting research as required.
- Attend and participate in staff meetings, safety meetings and related activities; attend workshops, conferences and classes to increase profession knowledge; serve on committees as assigned.
- Prepares correspondence including letters and memos.
- Provides customer service assistance to internal and external parties.
- Maintains and updates departmental forms.
- Performs other duties as assigned or required.

Knowledge and Skills:

- Advanced report preparation.
- Generally Accepted Accounting Principles (GAAP).
- Governmental Accounting, Auditing, and Financial Reporting (GAAFR).
- Governmental Accounting Standards Board (GASB).
- Pertinent Federal, State and local laws, codes, and regulations including administrative and departmental policies and procedures.
- Principles and practices of budget preparation and administration.
- Principles and practices of financial management, analysis and auditing.
- Assist in selection, evaluation, and training of staff.
- Communicate clearly and concisely, both orally and in writing.
- Develop and create specialized reports.
- Handle multiple concurrent projects and manage priorities and tasks.
- Independently make decisions and perform the full range of customer service.
- Read, interpret, understand, and explain legal documents, Federal, State and local laws, policies, procedures, codes and regulations, and apply appropriately.
- Determine and maintain confidentiality of sensitive information and data.
- Direct and coordinate the work of the Administrative Assistant.
- Plan organize work to meet schedules and deadlines.
- Prepare and maintain accurate and complete records.
- Respond tactfully and courteously with the public responding to requests, inquiries, and complaints.
- Modern office procedures, methods, and equipment.
- Principles and procedures of record keeping.
- Principles and practices used when interacting with the public.
- Specialized software.
- Principles of employee training.

- Time management principles.
- Operations, services, and activities of the office.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Knowledge of customer service protocol.
- Knowledge of activities relative to area of assignment.
- Skill in coordinating and performing accounting activities applicable to area of assignment.
- Skill in posting, balancing, reconciling, and auditing transactions.
- Skill in accepting and processing payments.
- Skill in providing general information and/or assistance to the public.
- Skill in preparing and maintain records, files, and correspondence.

Minimum Qualifications:

Bachelor's Degree in Accounting; five (5) years public sector accounting/finance experience including two (2) years lead or supervisory experience; or equivalent combination of education, training, and experience.