DEPUTY TREASURER

DEFINITION

Under general supervision, supervises an assigned area of the Treasurer's Office functions and operations; apportions tax revenue; performs accounting work, maintaining cash flow records and financial statements; provides administrative assistance for the County Treasurer; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A Bachelor's degree in Accounting, Finance or a closely related field plus two years of full-time accounting and fiscal records maintenance experience; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

NA

DISTINGUISHING CHARACTERISTICS

This is a special class for the County Treasurer's Office. It is distinguished from the Accountant class series by special responsibilities focused on the receipt and apportionment of tax revenues.

SUPERVISION EXERCISED

Exercises direct supervision over support staff.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Supervise an assigned area of Treasurer's Office functions and operations.

Provide training, work coordination, and evaluations for assigned staff.

Serve as a member of the Administrative Team in the Treasurer's Office, planning and implementing changes to policies and procedures based on changes in workload, shortage of staff, and changes in statutes, federal laws, or county ordinances.

Apportion tax revenues/refunds related to personal property tax collections, net proceeds of mines, private car lines, construction work in progress, and other areas as assigned.

Research, maintain, and report on unclaimed property and estate funds.

Conduct public auctions of personal property seized for nonpayment of taxes.

Sign checks as needed for payroll, revolving fund, and the Treasurer's general account.

Sign the Treasurer’s certification on maps that will be recorded for subdivisions and lot line adjustments to verify that taxes have been paid prior to a parcel change.
Balance the Treasurer’s office records to the general ledger for holding accounts and prepare correcting journal entries as required.

Prepare quarterly statistical reports regarding personal property taxes collected, mobile homes seized and sold, and commercial accounts filed in court.

Research bankruptcies to determine if outstanding tax liabilities exist, file appropriate claims with bankruptcy court, monitor cases to see if they have been converted or dismissed, and monitor payment of post petition debt.

Conduct interviews, hire, supervise, and evaluate support staff.

Project personal property tax revenues, estimate resource requirements, document and report performance measures, conduct product research, review budget reports, and approve purchases and expenditures.

Participate in the design and type of tax bill that will be put out for bid for Washoe County Personal Property Taxes by helping to determine printing specifications and approve litho proofs.

Coordinate with the Assessor’s office and MIS to prepare tax billing tapes; coordinate with the printer to have tax forms printed, the billing tape sent and the tax bills mailed; prepare postage checks for the mailing; and verify postage used and prepare the journal entry including calculation and bill file creation.

Help evaluate, select, and modify computer software used by office.

Assist the public, representatives of other government agencies, and external auditors by providing a variety of information regarding tax rates, the tax levy, and tax collections.

Perform the duties of the Assistant Chief Deputy Treasurer in their absence.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
Accounting policies, methods, and procedures used in Washoe County.

Computer software specific to the department/division.

Departmental/division policies and procedures.

Nevada Revised Statutes related to County Treasurer functions and operations.

Bankruptcy procedures.

Government budgeting.

**Ability to:**
Plan, supervise, coordinate, review, and evaluate the work of subordinates.

Use Department computer software in financial analysis and development of financial reports.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*
Knowledge of:
General accounting theory, principles, and practices, and their application to a variety of accounting transactions and problems.

Principles and practices of government accounting.

Development and maintenance of tax and revenue records.

Use of computers in financial work.

Ability to:
Perform a variety of complex financial and accounting analysis.

Monitor and update fiscal records.

Prepare a variety of reports and statements.

Make mathematical calculations quickly and accurately.

Interpret, explain, and apply a variety of policies, rules, procedures, and regulations.

Gather, organize, analyze, and present a variety of data and information.

Analyze, develop, and modify financial recordkeeping procedures.

Learn and use complex fiscal software.

Communicate effectively, both orally and in writing.

Maintain effective working relationships with division staff and representatives of other departments.

SPECIAL REQUIREMENTS
Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 10 lbs. Ability to use office equipment including computers, telephones, calculators, copiers, and FAX machine.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.