

## **DEPUTY COUNTY TREASURER**

**JOB CODE:** 2030  
**DEPARTMENT:** Tioga County Treasurer's Office  
**CLASSIFICATION:** Exempt  
**SALARY:** Non-Union  
**ADOPTED:** 5/92; Revised 10/07, Tioga Personnel & Co. Civil Service

\* **PUBLIC OFFICER; no term**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for assisting the County Treasurer in the administration and supervision of the County Treasurer's office. The Deputy County Treasurer is appointed by the Treasurer and is the Chief Accountant for the County. The incumbent, in collaboration with the County Treasurer, is responsible for directing, administering, establishing and maintaining the County's Accounting System and Payroll System. The Deputy County Treasurer is expected to use professional judgment in the day-to-day operation of the Treasurer's office, giving advice and guidance to employees on operating the computer system and keeping the records. The work involves the use of complex accounting procedures to develop and implement improvements to the financial operation of the County. This position requires extensive computer related skills to manage the preparation of the County's Annual Financial Report. The incumbent works directly with the County's Federal Single Audit team in coordinating the Federal Single Audit, and recommends and coordinates with the Cost Allocation accountants to develop A-87 cost distribution. In addition, the incumbent must analyze, initiate, coordinate and evaluate the County's fiscal policies for the County Treasurer and the County Legislature. The Deputy also handles inquiries from the public. The work is performed under supervision from the County Treasurer through oral and written reports. General supervision is exercised over the office staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Assists the County Treasurer in the operation of the Treasurer's office;
- Confers with Federal, State and Local government officials on matters of finance and accounting;
- Has daily contact with Department Heads or their accounting staff to provide advice and direction and resolve problems;
- Directs the establishment and development of County-wide accounting policies and procedures;
- Directs and coordinates the development and maintenance of a central system of accounts for all County Departments and agencies;
- Oversees the County's Payroll System and its related central accounting systems;
- Analyzes State and Federal legislation to determine the fiscal impact on the County, and assists in preparing and documenting the County Legislative responses;
- Coordinates County investment plans with the County Treasurer by providing a cash flow analysis in order to ensure adequate cash to meet County obligations;
- Assists the County Treasurer in meeting debt schedules, bond payments, re-financing and conference calls with credit rating agencies;
- Develops fiscal forecasts and trend analyses to determine the impact on Tioga County;
- Plans, assigns and reviews the maintenance of a wide variety of financial records and reports and instructs employees in the specialized details of this work;
- Is required to do system analyst work necessary to update and improve the County accounting system and associated reporting requirements;
- Handles complaints, suggests solutions to problems and prepares correspondence to those involved;
- Assists the Treasurer in the preparation of budget information, collection of data, compilation of statistics and solution of fiscal problems;
- Supervises and reviews the checking of complex account keeping records and reports for procedural compliance, arithmetical and clerical accuracy, completeness and proper extension;
- Advises Department Heads and members of the Legislature on acceptable and approved revisions to County financial records so as to remain in compliance with Federal and State guidelines and regulation;
- Advises local tax collectors and local fiscal officers on accounting problems related to their official duties;
- Compiles data and reviews claims from county agencies for Federal and State aid;
- Oversees the accounting for special functions and programs funded by the State and Federal governments;
- Responsible for preparing the most complex financial reports issued by the Treasurer;

## 2. Deputy County Treasurer

- Directs the posting of all subsidiary ledgers and maintains the general ledger, recording all County fiscal transactions;
- Prepares the monthly trial balance from the general ledger, as well as reports on revenues and expenses;
- Reviews reports on all receivable accounts due to the County;
- Prepares monthly, quarterly and annual reports for all County programs;
- Confers with taxpayers on questions or concerns relating to taxes;
- Directs and supervises the implementation and maintenance of an integrated County-wide Financial Information System.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** Thorough knowledge of GASB (Government Accounting Standards Board) requirements including, but not limited to, 34 and 45 requirements and implementation on the CAFR (Consolidated Annual Financial Report); thorough knowledge of the principles and practices of governmental accounting and auditing; thorough knowledge of modern methods used in keeping and checking financial records and reports; thorough knowledge of computers and various computer programs; thorough knowledge of office terminology, procedures and equipment; good knowledge and understanding of the principles of public finance and revenue collection; good knowledge of the County budgeting process; skill in analyzing fiscal problems and developing solutions; skill in preparing financial reports from fiscal records and other factual material; working knowledge of public administration; ability to plan, assign and supervise the work of account-keeping and clerical assistants; ability to develop and maintain working relationships with the County Treasurer, County Legislature, County Department Heads, financial officers from other jurisdictions, co-workers, and the general public; ability to effectively work with individuals who have conflicting opinions and interests on controversial matters of public interest; considerable ability to analyze technical, complicated financial matters and prepare responsive, objective options for consideration by the Legislature; ability to explain financial information to people with varying levels of financial knowledge and expertise; ability to establish and maintain effective working relationships with Federal, State and local officials.

**PREFERRED QUALIFICATIONS (Either):**

- (a) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in accounting, business or public administration **AND** one year full-time paid experience or its part-time equivalent maintaining a governmental accounting system; OR
- (b) Graduation from a regionally accredited or New York State registered two year college with an associate's degree in accounting, business administration or related field which included or has been supplemented by at least twelve credit hours in accounting **AND** four years of full-time paid accounting experience or its part-time equivalent.