



## PRINCE GEORGE COUNTY, VIRGINIA

July 2018

### CHIEF DEPUTY TREASURER

*FLSA Status: Non-Exempt*

#### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs difficult skilled clerical and technical work assisting with the operation of the Treasurer's Office; does related work as required. Work is performed under regular supervision.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

#### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Assisting in office operations; receiving payments; recording receipts; processing tax returns; reconciling accounts; assisting the public.**

*(The following tasks 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.)*

Prepares and processes the running of personal property and real tax bills;  
Purchases and maintains inventory control of resale items such as decals, dog tags, etc.;  
Submits bid requests to vendors for supplies; types purchase orders;  
Receives payments in person or by mail and posts payment to account; processes fax and e-mail credit card payments;  
Answers questions from citizens regarding tax bill, assessment, delinquent account, etc.;  
Records receipts received for other County departments and officials;  
Records and balances daily collections and cash receipts;  
Reconciles state income tax collections to state reports;  
Processes state tax payments and estimated vouchers; prepares remittance to state;  
Reconciles bank accounts to general ledger;  
Prepares various bills for mailing;  
Prepares and issues tax liens, letters of collection actions, etc.; processes data for set-off debt collection;  
Prepares and transports daily bank deposit;  
Processes bankruptcy paperwork; receives payments from trustees;  
Prepares unclaimed property report; performs due diligence on outstanding checks;  
Maintains mortgage company requests for escrowed real estate property;  
Performs general office assistance tasks; answers telephone; responds to questions;  
Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;  
Performs related tasks as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the principles underlying the laws, ordinances and regulations governing the operations of the Treasurer's Office; general knowledge of the principles, methods and practices of accounting; some knowledge of business and office practices; ability to analyze and interpret fiscal and accounting data and to prepare appropriate statements and reports; ability to operate standard office, word processing and data processing equipment; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with associates and the general public.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and extensive accounting and customer service experience.

**SPECIAL REQUIREMENTS:**

Appropriate level of State certification as Chief Deputy Treasurer.