



Fluvanna County, Virginia
Department of the Treasurer
Job Description

DEPUTY TREASURER III

Job Class #: 1430

Pay Grade: 14

Category: Full-Time (with benefits)

FLSA Status: Non-Exempt

Reports To: Chief Deputy Treasurer

SUMMARY

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

ESSENTIAL FUNCTIONS

- Responsible for receipt and disbursement of Sheriff Fees
- Performs monthly reconciliation of checking and investment accounts for the county and PREP
- Works closely with the Finance Director on all financial matters and helps resolve fund discrepancies
- Receives and processes payments for personal property and real estate taxes, dog tags and other fees
- Answers calls from citizens; answers questions; provides information and resolves problems
- Counts and verifies cash and checks; balances cash drawer
- Researches delinquent real estate taxes for title companies and attorneys
- Assists in processing real estate and personal property bills
- Calculates rollback taxes
- Administers delinquent tax billing protocol
- Processes office deposits and prepares bank deposits
- Receives and processes incoming and outgoing mail; picks up mail from Post Office
- Helps train new office personnel
- Assists with all office filing and record keeping
- Assist the Treasurer on various projects as needed
- Performs related tasks as required
- Works with County Attorney on delinquent taxes and payments
- Works with Chief Deputy Commissioner to validate revenue reporting
- Provides Treasurer with monthly Financial Report for Board of Supervisors
- May occasionally fill in during absence of Chief Deputy Treasurer

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the laws, ordinances and regulations governing the operations of the Treasurer's Office; extensive knowledge of business and office practices; general knowledge of the principles, methods and practices of accounting; 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 entry equipment; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with associates and the general public; demonstrated ability to maintain positive customer interactions in a fast-paced environment; ability to lead and mentor co-workers.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

Any combination of education and experience equivalent to High School graduation and 5 years of progressive responsibility in a treasurer’s office, business office, or financial institution setting. Preferred qualifications:

- Associate’s degree in Finance, accounting, or business administration
- Relevant local government work experience

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

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 grasping, and repetitive motion; 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

POST OFFER REQUIREMENTS

- Background Check

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
9-26-2016	9-26-2016	9-26-2016	10-05-2016; Upgraded to PB 14 July 1, 2021