**COKE COUNTY TREASURER**

**13 E 7th STREET**

**ROBERT LEE, TEXAS 76945**

**Tel. #325-453-2713**

GENERAL SUMMARY OF POSITION:

Under the supervision of the County Treasurer, the Deputy Treasurer performs a variety of administrative, payroll, clerical, and bookkeeping services and prepares various documents relating to county finances. Work involves overseeing the disbursement and accounting of federal, state, and local funds associated with county expenditures and payroll. This position is responsible for ensuring proper and timely payment on vendor accounts, including reviewing and authorizing payments on invoices, resolving issues with vendor accounts, preparing journal entries, and overseeing the appropriate maintenance of accounts payable records. Additionally, this position is responsible for reviewing employee records, resolving issues, and ensuring the accurate and timely maintenance of employee payroll records. The position is also responsible for compliance with statutory, regulatory, and budgetary requirements, as well as the county's personnel policies.

ESSENTIAL DUTIES:

* Responsible for accounts payable functions, ensuring adherence to established laws, regulations, policies, and procedures for the expenditure of federal, state, and local funds: audits invoices to ensure accuracy, completeness, and proper budget authorizations.
* Processes County employee travel expense reimbursement and advance payment requests; verifies expenses; issues and tracks advance payment; receives and codes reimbursements of advances.
* Establishes and maintains vendor account records, assigning account codes, determining tax status, and ensuring proper and timely completion of required paperwork.
* Confers with vendors, department heads, elected officials, and other employees about inquiries regarding invoices and billing statements, as necessary; researches and resolves discrepancies about invoices or vendor accounts, reviewing records and conferring with vendors as necessary.
* Oversees all aspects of payroll processing; responds to inquiries or questions regarding payroll issues.
* Produces department benefit reports as necessary; distributes to employees or supervisors.
* Oversees employee garnishments.
* Maintains payroll application on the financial computer system.
* Produces and distributes financial reports on payroll deductions.
* Produces, reviews, and maintains payroll balance sheets and summaries.
* Regular and punctual attendance is required.

NONESSENTIAL DUTIES:

Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

* Requires the ability to use extreme discretion and knowledge of accounting.
* Requires the ability to use advanced formulas to complete work.
* Requires the ability to work independently and make decisions.
* Requires strong communication skills.
* Requires the ability to read a variety of financial statements, checks, time sheets, manuals, records, reports, etc.
* Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
* Requires the ability to use computers for data entry.
* Requires the ability to use computers for word processing and/or accounting purposes.
* Requires the ability to accept, receive, and/or collect payments.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Must be physically able to operate a variety of automated office machines. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Position requires the ability to lift more than 20 pounds and climb stairs. The position requires the ability to climb stairs to the second floor of the courthouse.

DISCLAIMER

Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes, or requirements associated with a job. A job profile is not a comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such a position with a brief overview of the position’s general direction and scope. This position profile is intended for internal use only.