

BANDERA COUNTY
Job Description

JOB TITLE: Deputy Clerk - Treasurer

PAY GRADE: 14 FLSA: Non-exempt

EMPLOYEE NO.:

OBJECTIVE: To assist the Treasurer in the operations of the Treasurer's office.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: County Treasurer
2. Directs: None

GENERAL STATEMENT OF DUTIES:

The processing and accounting of all Bandera County funds in an efficient, accurate method, also assists with all functions performed in the Treasurer's office.

ESSENTIAL FUNCTIONS/DUTIES (to include but not limited to):

- * Accounts Receivable-receives monies in office and online, enter data into financial accounting system in order to write receipts, distribute receipts to departments;
- * Prepares daily bank deposits;
- * Records/reconciles deposits of various county offices daily;
- * Assists with reconciliation of all bank statements weekly/monthly;
- * Records Management-maintain all files/records according to retention schedule and scan documents;
- * Manage Mansfield Park facilities reservations;
- * Assist elected officials, auditors, employees, vendors, and taxpayers;
- * Regular and timely attendance is required;
- * Lift 10-20lbs frequently and occasionally lift 20-50lbs;
- * Perform other duties as may be assigned by supervisor.

TREAS-ASSIST.

Created 11/25/13, Revised 6/26/14

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- * General office practices and procedures;
- * Basic accounting skills;
- * Communication skills both verbal and written;
- * Ability to use basic office equipment;
- * General computer skills and knowledge of word processing and spreadsheet functions;
- * Ability to organize time efficiently; and
- * Ability to establish and maintain effective working relationships with fellow employees, county departments, and external auditors;
- * Multi-task oriented;
- * Complete cyber security training yearly.

PHYSICAL REQUIREMENTS:

- * Ability to lift 10-20lbs frequently and occasionally lift 20-50lbs;
- * Constant use of computer, telephone, and calculator;
- * Frequent sitting, twisting, and occasional bending, carrying, and standing;
- * Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

CERTIFICATES AND LICENSES REQUIRED:

- * High School graduate or GED equivalent;
- * Valid Texas Driver's License;
- * Must be bondable.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.

Acknowledgement of Employee: _____
(Printed Last, First Name, MI)

Signature of Employee: _____

Approval: _____
(Elected/Appointed Official, Dept. Head/Supervisor) (Date)

Approved by Commissioner's Court: _____
(Date)