



Job Description

TITLE:	Deputy Treasurer III	JOB CODE:	4050
DEPARTMENT:	County Treasurer	FLSA:	Non-Exempt
PREPARED:	September 11, 2018	FLSA CLASS:	Clerical
UPDATED:	April 13, 2022	LOCATION:	Aztec, NM

REMOTE WORK ELIGIBLE: NO

Summary: Under general supervision, collects and posts property taxes and revenue received from other County departments; processes tax refunds, mortgage/title company payments, wire transfers and credit card transactions; prepares journal entries and balances treasurer general ledger accounts; balances individual cash drawer daily; coordinates daily worksheet and daily bank deposit with other staff; provides service to customers.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Collects and posts property taxes; processes refunds as necessary; processes payments from mortgage/title companies; balances and distributes property tax revenue and other revenue as required; processes ACH/wire transfers through the operating banks account; processes insufficient funds checks.
- Gathers information to prepare and distribute the monthly treasurer financial statement.
- Prepares and monitors the debt service payment schedule; prepares journal entries; balances treasurer general ledger accounts; maintains tax receivable schedule.
- Balances daily credit card transactions; prepares and processes demand warrant collections; processes bankruptcy paperwork.
- Processes interface for tax role changes, additions and deletions.
- Performs tax due status searches for the public.
- Receives and posts revenue received by other County departments.
- Receives tax payments and issues mobile home moving permits.
- Balances individual cash drawer on a daily basis.
- Alternates with other Deputies to balance daily worksheet to daily banks deposit.
- Answers phones and responds to questions from the public; opens and distributes daily mail.
- Responds to customer inquiries and provides a high level of customer service.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of tax and other revenue collection methods and procedures.
- Knowledge of bookkeeping methods and procedures.
- Knowledge of administrative procedures, methods and practices.
- Knowledge of customer service principles, practices and techniques.
- Knowledge of County policies and procedures.

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- Skill in researching property tax roles and responding to questions from the public.
- Skill in following oral and written instructions and procedures.
- Skill in the use of basic mathematics.
- Skill in providing a high level of customer service.
- Skill in establishing and maintaining effective working relationships with County staff and the general public.
- Skill in the use of a personal computer and standard business software, including MS Word and Excel.
- Skill in communicating effectively, both orally and in writing.

Education and Experience

- High School diploma or GED and five (5) years experience in accounting, accounts receivable and customer service.
- Must keyboard at 40 words per minute.
- Must be able to be bonded.
- Must pass a criminal history background check.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- Noise level is generally moderate.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized include computerized and conventional office equipment, 10-key, fax machine, typewriter, copier and credit card machine.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____