



## **Fremont County Deputy Treasurer**

### **Job Description**

#### **JOB SUMMARY**

Reports directly to the Fremont County Treasurer. Performs a variety of complex budgetary and accounting functions; conducts financial, statistical and analytical studies; prepares and assists in the preparation of financial statements and reports. Assists with the maintenance and development of the county fiscal and accounting policies; and provides additional accounting expertise and assistance to the County Treasurer and other County departments as needed. Assist in planning and coordinating the policies, activities, and operations of the Fremont County Treasurer's Office.

#### **DUTIES AND RESPONSIBILITIES**

- In conjunction with the County Treasurer and the County Clerk, develop, compile, and assist in the preparation of complex budgets and/or reports of operations including estimating and forecasting revenue, and/or expenditures, accounts receivable, accounts payable, and capital assets.
- Prepare and perform adjusting and closing journal entries for the all funds including General Fund, various Special Revenue Funds, and Proprietary Funds.
- Primarily responsible for establishing grant fund accounting procedures with various department heads and grant managers, and filing grant reimbursement requests in a timely manner.
- Perform month-end accounting functions including account reconciliations, adjusting journal entries, and timely disseminating month-end financial reports to various department heads and elected officials.
- Monitor and review activity in all funds and resolve cash deficit issues with department heads on a monthly basis.
- Prepare journal entries, review bank reconciliations, and prepare other account reconciliations on a monthly basis.
- Prepare and/or assist with reports that are presented by the County Treasurer to the Board of County Commissioners and/or the public.
- Chair the County Audit Committee and serve as primary contact with external auditors. Responsible for scheduling, supervising accounting staff, and coordinating the year-end audit.
- Responsible for the preparation of the year-end financial statements. Schedule and establish deadlines for the preparation of supporting schedules and work papers prepared by department heads, Treasurer, and Clerk staff.
- Monitor and maintain internal accounting controls over all functions of the Treasurer's Office.
- Monitor policy, systems and procedures to enhance an adequate system of internal controls for all Fremont County's departments and agencies. Internal controls concerning handling cash, accounts receivable, inventories, and other financial transactions are of the highest priority.

- Monitor, maintain, and recommend changes to properly enforce fiscal policies.
- Assist other County Agencies with annual budget preparation and other financial reporting needs.

**OTHER DUTIES:**

- Perform other related duties and responsibilities as required.
- Prepare specialized reports as required.
- In the absence of the Treasurer will be responsible for the day-to-day operations of the Treasurer's office including cash and investment management, staff supervision, and enforcing motor vehicle and property tax policy and law.

**EDUCATION, EXPERIENCE, AND TRAINING**

**Minimum Qualifications:**

- Bachelor's degree in Accounting, Finance, Business Administration or related field and three (3) years accounting experience. Increasingly responsible experience in budgetary analysis, auditing, and complex accounting procedures. OR
- Equivalent combination of education and experience. At least three (3) years of experience working in public accounting with an emphasis in governmental auditing.

**KNOWLEDGE, SKILL, AND ABILITIES**

- Fiscal management including budget preparation, cost accounting, and record keeping.
- Financial management, analysis, and auditing.
- Preparation of government-wide and fund financial statements.
  - Preparation of Management Discussion and Analysis Report.
  - Principles and practices of accounting including governmental financial statement preparation in accordance with:
    - Governmental Accounting, Auditing, and Financial Reporting (GAAFR)
    - Governmental Accounting Standards Board (GASB)
    - Generally Accepted Accounting Principles (GAAP)
- Knowledge and experience with the following software applications:
  - Microsoft Office (Excel, PowerPoint and Word)
  - MS Access and other database applications
  - Caselle Connect or other enterprise-level financial software
  - MS Outlook
- Ability to read and understand federal, state and local laws, codes and regulation.
- Ability to analyze problems and implement systems that provide solutions.
- Communicate clearly and concisely, both orally and in writing.
- Ability to understand verbal information and instruction, exchange information, develop and present recommendations, and translate verbal communication into written material.
- Maintain effective relationships with other employees, the general public, elected officials, and other public and private agencies. Must work cooperatively with others as a member of a service-oriented team.
- Handle multiple concurrent projects and manage priorities and tasks.