

Madison County, Iowa

Position Description

Position: First Deputy Treasurer

Reports to: County Treasurer

Department: Office of Treasurer

Effective date: January 2023

General Summary

Under general supervision of the Treasurer, perform and assist with duties including, but not limited to, all aspects of daily and monthly accounting procedures, assists the public with property tax collection, motor vehicle transactions and Driver's License issuance, and performs other general duties as assigned.

Essential Functions

A. Office Accounting

1. Maintains all accounting functions of the office
2. Daily balancing of property taxes
3. Daily overall office balancing
4. Reconciles all bank statements monthly
5. Balances month-end and processes apportionment
6. Maintains all month-end reports
7. Redeems county warrants
8. Processes property tax payments
9. Monitors IPAIT fund balances & processes transfers as needed
10. Assist treasurer with county fund investment decisions, as backup
11. First Deputy Treasurer acts on behalf of Treasurer and assumes responsibilities in Treasurers absence per Iowa Code, Section 331.903 (4)
12. Provides information in response to telephone/email or other inquiries

B. Physical Demands

1. Be able to stand at and walk back and forth from desk to counter for extended periods of time
2. Keyboard & telephone skills are required
3. Opens, pulls, and pushes tax and motor vehicle title file drawers
4. Must have good vision
5. Lifts and carries up to 30 pounds
6. Must be able to attend periodic trainings off-site
7. Regular and timely attendance at work

C. Cognitive Demands

1. Ability to run adding machine/calculator to balance work
2. Ability to use computer keyboard to enter information and to access systems based on written and verbal instructions
3. Ability to work with Microsoft Office applications when needed
4. Ability to work with Internet applications, especially with property tax and motor vehicle renewal payment options
5. Ability to alphabetize files; ability to work with numeric files
6. Ability to communicate with staff and public; ability to explain our results
7. Ability to adapt to situations and to enhance problem solving skills
8. Strong interpersonal skills to effectively work with public, co-workers and elected officials.

D. Work Environment and Equipment

1. Work in normal work environment
2. Work in fast-paced environment that may include confrontational situations
3. Able to use various office equipment, including but not limited to: computer, printer, FAX, copier, 10-key adding machine and telephone

E. Supervision of Others

1. None

F. Licensing and Certification

1. Valid Iowa driver's license

Training and Experience

- A.** Graduation from an accredited four-year college or university with major course work in accounting preferred, and
- B.** One to two years of related experience, or
- C.** Any equivalent combination of training and experience that will have provided the required knowledge, skills, and abilities.