



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Deputy County Treasurer II**
Jurisdictional Class: Exempt
Civil Division: Cayuga County
Adoption: CSM 02/13/13
Revised: CSM 08/08/18

DISTINGUISHING FEATURES OF THE CLASS:

Supervises the operation of the Treasurer's Office during the absence of the County Treasurer. This is important administrative work involving responsibility for supervising the staff of the Treasurer's Office and for occasionally independently administering the functions of the office. Performs complex and technical accounting work in the County Treasurer's Office. Duties include responsibility for maintaining some accounts in the general ledger, accounting for all tax revenues received by the County and having overall charge of books of original entry and subsidiary ledgers for tax collection. An employee in this class may directly perform regular analysis of tax collection policies and procedures. Consultations are held with the Treasurer for the purpose of formulating policy and procedures. The work is performed under the general supervision of the County Treasurer. Supervision is exercised over the work of the tax collection and account clerical staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Responsible for maintaining central records and controls on a number of tax accounts;
Maintains subsidiary ledgers on individual accounts, totals of which are contained in the general ledger;
Assists in the collection of tax payments;
Has charge of books of original entry such as tax collection journals, cash journals, etc.;
Prepares financial reports required by the State laws and local rules detailing claims and expenditures;
Prepares monthly financial reports of balances of the tax collection accounts;
Supervises the maintenance of a large variety of accounts associated with a variety of tax receipts, tax sales, budgets, bails, trust accounts, etc.;
Supervises the keeping of account ledgers by subordinates;
Prepares complex financial and statistical reports;
Supervises the reconciliation of bank balances periodically;
Supervises the operations of department personnel and trains new personnel;
Uses a personal computer to make financial inquiries, maintain records and make analyses;
Responsible for purchasing office equipment and supplies;
Processes and approves expenditures;
May advise County Legislature and/or County Administrator with regard to tax collection matters and other issues as needed;
May advise local tax collectors on accounting or other matters relating to their official duties;
Supervises and assists in conducting tax sales and sales of real property for past due taxes;
May provide any other related cash flow analysis and/or reports as needed by the County Treasurer;
May have some responsibility for the deposit of county funds;
Acts for the County Treasurer in his or her absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of modern accounting principles and practices as related to County government;
Thorough knowledge of municipal tax collection principals and practices;
Good knowledge of office management principles and procedures;
Good knowledge of existing laws pertaining to the operation of the Treasurer's Office;
Resourcefulness in applying accounting procedures and practices to problems encountered in work;
Ability to prepare and maintain tax accounting records and reports;
Ability to analyze and organize complex oral instructions and/or written instructions;
Ability to develop effective working relationships with subordinates and other contacts;
Ability to learn software programs and utilize computer to enter and retrieve data;
Integrity and good judgment in solving complex tax-related problems;
Ability to plan, assign and supervise the work of others;
Accuracy;
Honesty.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in accounting, business or public administration, economics or related field, including or supplemented by 16 semester credit hours in accounting; OR
- (B) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in accounting, business or public administration, economics or related field, including or supplemented by 16 semester credit hours in accounting, and two (2) years of financial experience; one year of which shall have included supervisory experience; OR
- (C) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degrees in accounting, business administration or related field including or supplemented by twelve (12) semester credit hours in accounting and five (5) years of financial experience; one year of which shall have included supervisory experience; or
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C).

Filed with NYS Civil Service 12/24/2014