



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

JOB SPECIFICATION

Civil Service Title: **DEPUTY COUNTY TREASURER**
Jurisdictional Class: Exempt
Civil Division: County Treasurer
Adoption: CSM
Revised: CSM 9/13/06; 2/8/12; 6/28/18; 7/11/18

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 and keeping in balance the general ledger, accounting for all revenues received by the County, and having overall charge of books of original entry and subsidiary ledgers for accounts contained in the general ledger. An employee in this class may directly perform regular analysis of capital project funding. Consultations are held with the Treasurer for the purpose of formulating policy and establishing procedures. The work is performed under the general supervision of the County Treasurer. Supervision is exercised over the work of the accounting and account clerical staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Is responsible for maintaining the general ledger serving as a central record and control on a number of individual accounts;
Maintains subsidiary ledgers on individual accounts, totals of which are contained in the general ledger;
Has charge of books of original entry such as general journal, cash journals, etc.;
Prepares financial reports required by State laws and local rules detailing claims and expenditures;
Prepares monthly financial reports of balances of the appropriation accounts for all departments;
Prepares the annual financial report to the State Comptroller;
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;
May act on behalf of the County Legislature to analyze capital project cash flow;
May advise County Legislature and/or County Administrator with regard to capital project borrowings, timelines, length and amounts of borrowing and in-house utilization of cash and fund balance;
May provide any other related cash flow analysis and/or reports as needed by the County Administrator;
May have limited responsibility for the deposit and investment 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;
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 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 account-keeping 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; and two (2) years of financial experience; one year of which shall have included supervisory experience 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 four (4) 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 eight (8) 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).

SPECIAL REQUIREMENT(S):

None