

## Champaign County Job Description

**Job Title:** Chief Deputy Treasurer

**Department:** Treasurer

**Reports to:** Treasurer

**FLSA Status:** Exempt

**Grade Range:** I

**Prepared Date:** August, 2009

**SUMMARY** Directs activities of the Collector's division of the County Treasurer's Office and provides assistance. Oversees the department in the Treasurer's absence.

**PRIMARY DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Delegates authority for receipt, disbursement, banking, protection and custody of funds, securities, and financial instruments.

Designs and implements cash management system.

Analyzes financial records to forecast future financial position and budget requirements.

Handles financial portfolio responsibilities for the County Drainage Districts.

Evaluates need for procurement of funds and investment of surplus.

Advises management on investments and loans for short- and long-range financial plans.

Prepares cash flow and other financial reports for management.

Develops policies and procedures for account collections and extension of credit to customers.

Signs notes of indebtedness as approved by management.

**SUPERVISORY RESPONSIBILITIES** Directly supervises three or more employees. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS** to perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** Two years of college level coursework with emphasis in accounting, finance, or related field and 5-7 years' experience in tax collection and disbursement; or an acceptable equivalent combination of education and experience.

**LANGUAGE SKILLS** Ability to read, analyze, and interpret financial periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public.

**MATHEMATICAL SKILLS** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS** as required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; use hands to finger, handle, or feel; and talk; or hear. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. The noise level in the work environment is usually quiet.