

Champaign County Job Description

Job Title: Treasurer

Department: Treasurer

Reports to: ELECTED POSITION

FLSA Status: Exempt

Prepared Date: June, 2010

SUMMARY Directs financial planning, collection/distribution, procurement, and investment of funds for Champaign County by performing the following duties personally or through subordinate supervisor.

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

Performs and delegates authority for receipt, disbursement, banking, protection and custody of funds, securities, and financial instruments. Maximizes interest earnings on investments.

Directs the billing, collection, investment and distribution of various taxes, including real estate, mobile homes, railroad, University of Illinois and others.

Serves as the Treasurer for the 55 County Drainage Districts including the payment of their bills, directing their investments and preparing special billings.

Works with over 125 taxing districts on the annual collection and disbursement of over \$274 million in real estate taxes.

Directs the day-to-day operations of the Treasurer's Office.

Advises other County departments on interest earning investments.

Represents the County when securing investment bonds from financial investors.

Analyzes, projects and recommends the County's cash management system based upon projected income.

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

Evaluates need for procurement of funds and investment of surplus.

Advises County Board on investments and loans for short and long range financial plans.

Prepares monthly cash flow and other financial reports for management and the County Board.

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

Signs notes of indebtedness as approved by the County Board.

Prepares Annual Budget for the department.

SUPERVISORY RESPONSIBILITIES Manages four to six employees in the Treasurer's Office. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, 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 Prior financial and/or banking experience is desirable.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business 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 groups of managers, the general public and the media.

MATHEMATICAL SKILLS Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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; reach with hands and arms; and talk or hear. The employee is occasionally required to stand. 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.