

TREASURY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is difficult clerical work involving independent performance and oversight of financial account and record keeping in the Broome County Office of Management and Budget. The Broome County Office of Management and Budget is the central fiscal office as well as Treasury for the County. The work requires decision making as to classification and accounts related to treasury, cash receipts and disbursements. The incumbent works under general supervision of a higher level supervisor in the Office of Management and Budget. This position differs from Senior Account Clerk in that duties are more complex; the level of responsibility is broader and supervisory responsibilities may be included. This position interacts with all County departments, taxpayers, and outside agencies. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares a variety of reports concerning County cash balances and disbursements;

Prepares a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;

Posts county-wide cash receipts to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances;

Provides information orally or in writing in response to inquiries on status of delinquent tax accounts and PeopleSoft revenue accounts;

Reviews status of accounts as adjustments are made and takes appropriate action as authorizing payment or issuing checks;

Tracks, audits and monitors accounts, and verifies that adjustments are made to correct allocations; this includes Court and Trust, bail deposits, tax receivables, installment agreements, occupancy taxes and PILOTS;

Checks for accuracy of computations and completeness or oversees the preparation of required monthly reports;

Prepares funds for deposit into bank accounts;

Contacts other agencies, taxpayers, legal firms or other County departments to obtain additional information;

Performs more complex payroll functions, including reconciliation and funding activities; may prepare payroll for entire department and prepare related reports;

Collects cash payments from departments and taxpayers, and ensures accuracy of payment application within the collection and/or reporting system;

Prepares reports necessary for external use, such as the annual submission of abandoned property to NYS;

May oversee employees by assigning and reviewing completed work and instructing new department contacts in treasury activities;

May assist in preparation of budget material.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods used in keeping and checking financial records and accounts;
Good knowledge of modern office terminology, procedures, equipment and business English;
Ability to plan, assign and monitor the work of other clerical staff;
Ability to make complex arithmetic computations involving fractions, decimals and percentages accurately;
Ability to organize and maintain accurate records and files;
Ability to analyze and organize data and prepare records and reports;
Ability to operate calculator, computer terminal, check validate and other related office equipment;
Ability to understand and interpret complicated oral instructions and/or written directions;
Ability to establish and maintain effective working relationships with others;
Ability to perform close, detail work involving considerable visual effort and concentration;
Ability to communicate professionally, both verbally and in writing;
Integrity and good judgment.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in accounting, business, or a closely related field and one year of experience maintaining financial accounts and records; OR
- B) Completion of 60 credit hours at a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with at least twelve credit hours in accounting and one year of experience maintaining financial accounts and records; OR
- C) Graduation from high school or possession of an equivalency diploma and three years of experience maintaining financial accounts and records; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

TREASURY CLERK-Contd.

2

Note: Education in accounting, business or closely related field beyond that noted in a) and b) above may be substituted for experience on a year for year basis.

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4/23/13