

## **SENIOR DEPUTY TREASURER**

GENERAL STATEMENT OF DUTIES: The employee in this class performs accounting and record keeping tasks according to standardized accounting practices; does related work as required. Works independently with little required supervision. Position requires background in bookkeeping and accounting practices. Position requires familiarity with payroll, accounts payable, and accounts receivables, and collections.

DISTINGUISHING FEATURES OF THE CLASS: This is highly responsible work. Performs numerous varied administrative tasks to help maximize the efficiency of the Town's Treasurer's Office. Requires the exercise of considerable judgment in adapting to new work procedures and new situations. Interacts frequently with the public. Work is performed under the general supervision of the Town Treasurer.

ESSENTIAL FUNCTIONS OF POSITION: *(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Receives completed invoices from departments for payment. All invoices are to have back up documentation before processing for payment
- Processes all accounts payable for all departments
- Ensures that W9s are updated in the accounts payable system, and on file before check is issued
- Assist Treasurer with the preparation of 1099s
- Maintains all payroll files and prepares the payroll every other week, sets up direct deposit for payroll, inputs all salary adjustments into the payroll system, records and keeps track of fringe benefits to assist Treasurer with reconciling, notifies Treasurer when deduction invoices come in, (Treasurer needs to reconcile before they can be paid), pays federal and state payroll taxes with each payroll, put payroll to the bank
- Prepares, implements, and processes all benefits
- Oversees new employee packet paperwork
- Reconciles bank statements for each bank account and CD etc. for the Town
- Updates all daily deposits, including the electronic deposits from the Commonwealth and the interest deposits
- Processes all return checks
- Works with the Town of Orange to give data for the Raw Water Storage Basin Invoice
- Oversees collection of all delinquent accounts.
- Assist Treasurer with manually inputting taxes into the accounting system when applicable
- Assist with the annual financial audit, payroll audit
- When applicable assist with the IRS, federal, and state audits
- Other job duties as requested by the Supervisor

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES: Associate's degree from an accredited college with major course work in accounting or related field; supplemented by public or private accounting; or an equivalent combination of education, training, and experience.

PERFORMANCE INDICATORS: The work performance of an employee in this class is routinely evaluated according to the performance criteria outlined herein:

Knowledge of Work: Has thorough knowledge of the methods, procedures and policies of the Town of Gordonsville as such pertains to accounting. Has strong public relations skills. Has thorough knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position. Knows how to maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with whom position interacts.

Quality of Work: Maintains high standards of accuracy in performing duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.

Quantity of Work: Performs described essential functions and related assignments efficiently and effectively in a manner to produce a quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completion of assigned functions. Completes assigned work within established deadlines in accordance with directives, policies, standards, and prescribed procedures.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness.

Judgment: Exercises analytical judgment in areas of responsibility. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks supervisory advisement where appropriate, and researches issues, situations, and alternatives prior to exercising judgment.

Cooperation: Accepts supervisory instruction and direction, and strives to meet the goals and objectives of same.

Relationships with Others: Develops and maintains cooperative and courteous relationships both intra- and interdepartmental personnel, as well as any external entities with whom position interacts. Tactfully and effectively handles requests, suggestions, and complaints in order to establish and maintain good will.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion for work elements, and establishes a personal schedule accordingly. Implements work activity in accordance with priorities and estimated schedules set by the Supervisor.