

DEPUTY TREASURER JOB DESCRIPTION

Deputy Treasurer reports to County Treasurer. Employee is responsible to assist County Treasurer in the duties as outlined in ND Century Code. Employee will assume the County Treasurer's job duties if County Treasurer (CT) is absent or a vacancy occurs. Employee is responsible for maintaining office hours and assisting the public.

ESSENTIAL FUNCTIONS:

- Assist the general public with questions regarding the CT office and taxes or other matters pertaining to the County. This should include those individuals appearing at the County office, or making inquiries by phone, mail or email.
- Assist with printing the tax statements including verification that the information is correct before mailing the statements.
- Collect taxes or other fees in the Treasurer's office, through the mail or electronically.
- Timely account for and adequately safeguard all funds collected.
- Maintain permanent records required by ND Century Code.
- Record transactions to tax program and spreadsheets. Assist with Daily Balancing of all funds and assist with preparing checks for deposit.
- Reconcile bank accounts and trace discrepancies.

MARGINAL FUNCTIONS:

- Prepare reports required by state and federal regulatory officials.
- Assist in preparation and mailing of correspondence to taxpayers.
- Maintain records of all abatements and additions to tax roll.
- Assist County Treasurer in any other official duties as may be directed.

ROAD BOOKKEEPER DUTIES

Responsible for keeping QuickBooks updated; sending statements to townships, cities and individuals; preparing vouchers to pay bills; keeping track of budget expenditures and receipts; keeping files on construction projects, payments and receipts; correspondence and any other duties as directed by the Road Superintendent.