

JOB DESCRIPTION

TITLE: ASSISTANT PAYROLL CLERK DEPUTY TREASURER
FLSA STATUS: NON EXEMPT
DEPARTMENT: OFFICE OF COUNTY TREASURER
REPORTS TO: TREASURER
LAST REVISED: JULY 5, 2022

SUMMARY: Under general direction of the County Treasurer and Chief Deputy Treasurer is deputized to receipt and account for revenue received for both County funds and Property taxes and, responsible for helping with the payroll operations for the county. Assist with answering phones and handling walk in business.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Serves as Deputy Treasurer to the Kendall County Treasurer
- Answer phones and help with customer walk ins at the counter
- Balance Collector drawers
- Daily sorting of mail
- Process property tax payments including balancing batches, input into the computer and run reports to verify batch is in balance
- Mailing refunds, invoices for unpaid penalties and mortgage companies for duplicate tax bills
- Record batches from Tax Ledger into the accounting system
- Backup and assist Lead Payroll Deputy Treasurer with various Payroll operations for the County
- Backup and assist Chief Deputy Treasurer with various Benefit operations and reconciling

QUALIFICATIONS:

- Basic knowledge in the principles, methods and practices of administering the accounting, tax collection and payroll process in the Treasury department.
- Be proficient in the use of Microsoft Office.
- Must possess strong verbal, written, and telephone skills.
- Ability to communicate effectively and interact with all levels of the public, employees, and management.
- Must have a full understanding of the meaning of confidentiality and abide by those rules.
- Some knowledge of customer service techniques.

EDUCATION AND EXPERIENCE:

Two years of experience working in a payroll or accounting environment. Associates Degree in Business or related field.

LANGUAGE SKILLS:

- Ability to read, analyze, and interpret documents, spreadsheets, policies, procedures, technical journals, and financial data.
- Ability to respond to common inquiries or complaints from the general public, elected officials, employees, and governmental agencies.

MATHEMATICAL SKILLS:

- Ability to calculate figures and amounts such as discounts, interest, and percentages.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

- N/A

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to perform the essential functions of this job classification:

- Sedentary Work: Sedentary work involves sitting at desk most of the time; walking or standing for brief periods of time, lifting and moving of files and boxes under 20 pounds frequently, lifting and moving of files and boxes over 30 pounds infrequently.

Types of physical demands usually associated with the essential functions of this classification:

- Handling: Seizing, holding, grasping, turning or otherwise working the hands.
- Lifting: Bending to lift files and boxes.
- Fingering: Picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in handling.
- Talking: Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
- Hearing: Perceiving the nature of sounds. Hearing is important for those activities which require the ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on running engines.

- Near Acuity: Clarity of vision at 24 inches or less. This factor is important when special and minute accuracy is demanded and defective near acuity would adversely affect job performance and/or the safety of self or others.

WORK STATION AND ENVIRONMENT

Environmental Conditions (physical surroundings) usually associated with this classification:

- The worker is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.

Environmental Conditions (hazards) usually associated with this classification:

- No environmental hazards indicated for this classification.

Machines, Tools, Equipment and Work Aids which may be representative, but not all inclusive, of those commonly associated with this type of work:

- Computer hardware and software, telephone, headset, desk, mail machine, color copier/facsimile/scan machine, pen, pencil, ruler, calculator, forms, blueprints, charts, contracts, diagrams, directives, documents, forms, manuals, publications, reference/text books, schedules and specifications.