Greenwood County, SC
Job Description

FLSA: Exempt
Exemption: Administrative (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).

Class Title: Assistant Treasurer
Department: Treasurer
Pay Grade: 225
Revised: 04/20/2020

General Description

The purpose of this job/class within the organization is to assume the duties of the Treasurer in their absence. The position is responsible for collection and distribution of real estate tax; coordinating operations of the office; procedures, policies and security.

This job/class works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this job/class. Management may assign additional functions related to the type of work of the job/class as necessary.

Essential Functions:

- Reports to County Treasurer. Keeps Treasurer updated on deadlines, reports, and issues affecting the Treasurer’s Office
- Assists Treasurer in developing and enforcing office policy.
- Supervises the activities of subordinate professional and clerical personnel; supervisor duties include instructing, assigning, reviewing and planning work of others; maintaining standards; coordinating activities; acting on employee problems; and recommending employee discipline as appropriate. Reviews the work of subordinates for completeness and accuracy. Evaluates and makes recommendations as appropriate; offers advice and assistance as needed.
- Verifies records posted to general ledger funds, including journal entries, accounts receivable, accounts payable, county taxes, municipal taxes, interest earned, bank accounts, bond accounts, grants, etc.
- Acts as lead on annual external audit & provides documentation as needed for a successful audit
- Acts as lead on the preparation, review, accuracy and delivery of the Comprehensive Annual Financial Report (CAFR) – coordinates work of office as needed to prepare portions and ensuring that all portions of the CAFR are accurately completed.
Greenwood County, SC
Job Description

FLSA: Exempt
Exemption: Administrative (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).

Class Title: Assistant Treasurer
Department: Treasurer
Pay Grade: 225
Revised: 04/20/2020

- Acts as lead on month end close process including review of monthly budget vs actual variance analysis on revenue and expense accounts.
- Analyzes balance sheet reconciliations on monthly basis for accuracy.
- Supervises the distribution of funds to appropriate tax entities and other parties.
- Ensures software programs are working properly; and acts as a liaison with IT on Treasuring related system problems.
- Acts as lead on Annual Budget including attendance and presentations at County Council budget meetings.
- Manages miscellaneous projects, surveys, and required governmental reporting as requested by County Treasurer.

Additional Duties:
Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Gathers, organizes, analyzes, examines or evaluates data or information and may prescribe action based on these data or information.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Greenwood County, SC
Job Description

<table>
<thead>
<tr>
<th>FLSA: Exempt</th>
<th>Exemption: Administrative (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Title: Assistant Treasurer</td>
<td>Department: Treasurer</td>
</tr>
<tr>
<td>Pay Grade: 225</td>
<td>Revised: 04/20/2020</td>
</tr>
</tbody>
</table>

**Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department and/or handling of very large amounts of money.

**Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Uses mathematics involving the practical application of fractions, percentages, ratios and proportions; or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities, descriptive statistics, deductive geometry, plane and solid and rectangular coordinates; mathematical and classifications or schemes.

**Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.

**Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*
Greenwood County, SC
Job Description

FLSA: Exempt  Exemption: Administrative (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).

<table>
<thead>
<tr>
<th>Class Title: Assistant Treasurer</th>
<th>Department: Treasurer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Grade: 225</td>
<td>Revised: 04/20/2020</td>
</tr>
</tbody>
</table>

Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.

**Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is very serious – affects the entire organization and the general public.

**Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs sedentary work that involves walking or standing some of the time and involves exerting up to ten pounds of force on a regular and recurring basis or sustained keyboard operations.

**Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*
Handles or uses machines, tools, equipment or work aids involving little or no latitude for judgment regarding attainment of a standard or in selecting appropriate items.

**Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

None

**Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (Does not include safety of subordinates).*

Requires no responsibility for the safety and health of others

**Minimum Education and Experience Requirements:**

Requires a Bachelor's Degree in in Business, Finance, Accounting, Public Finance or closely related field.

Requires four years of related experience in municipal or county experience, working knowledge of the South Carolina property tax system OR an equivalent combination of education, training and experience.

CPA and experience in governmental & fund accounting desired.

**Special Certifications and Licenses:**

List any certifications associated with this work here.

CPA and experience in governmental & fund accounting desired.
Greenwood County, SC
Job Description

<table>
<thead>
<tr>
<th>FLSA: Exempt</th>
<th>Exemption: Administrative (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Title: Assistant Treasurer</td>
<td>Department: Treasurer</td>
</tr>
<tr>
<td>Pay Grade: 225</td>
<td>Revised: 04/20/2020</td>
</tr>
</tbody>
</table>

**Americans with Disabilities Act Compliance**

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.