

## MILLS COUNTY

**JOB TITLE:** Deputy Treasurer/Extension Office Manager  
**DEPARTMENT:** Mills County Treasurer/AgriLife Extension

**POSITION SUMMARY:** Performs routine and moderately complex bookkeeping and accounting tasks, including verifying data, preparing reports and preparing deposits and disbursements; also provides secretarial assistance and general office support for the Treasurer and County Extension Agent.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Accounting and bookkeeping duties:**

- Receives, deposits and post county revenues daily
- Responsible for verifying and entering accounts payable
- Assisting with biweekly payroll
- Undertake special accounting projects and prepare special reports as assigned

#### **General Office Support:**

- Greet visitors, answer telephone and take messages
- Create and maintain computerized files and filing systems
- Create and maintain spreadsheets for various financial reports and data as instructed
- Secure documents, money and checks and may be responsible for securing office
- Post, deliver and pick up mail from post office
- Maintain an inventory of office supplies and equipment and orders replacements as needed to insure adequate stock
- Create and type letters, reports, and other documents as instructed
- Make copies of documents and materials as needed and instructed
- Other duties as assigned within the scope of this department

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Any employee who drives a vehicle on official business must have a driving record which meets standards set by the County and the County's insurance carrier. Employee must be bondable.

**EDUCATION AND EXPERIENCE:** High school diploma or general education degree (GED) and at least 2 years related experience and/or training which provides the required knowledge, skills and abilities.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES:** Ability to maintain confidentiality and to use courtesy and diplomacy when working with elected officials, their employees and the general public. Knowledge of general ledger accounting principles and practices, accounting software and other applications; create and maintain an accurate filing system; computer literacy including Office applications, ability to use a variety of office machines including 10 key by touch; ability to create and use spreadsheets; ability to follow written and oral instructions; ability to multi-task with frequent interruptions.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to remain in stationary position 50% of the time. Operates a computer and other office productivity machinery such as calculator, copier, fax, printer, etc. Frequently communicates with the public. The person needs to occasionally move about inside the office to access file cabinets, office machinery, etc. Occasionally moves or lifts equipment or supplies up to 25 pounds. Occasionally positions self to maintain computers and office equipment.

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an “At Will” employment, and under no circumstances is this a contract for employment.

Acknowledgment of employee: \_\_\_\_\_  
(Print Name)

Signature of employee: \_\_\_\_\_  
Date