



COUNTY OF NYE

CLASS TITLE: CHIEF DEPUTY TREASURER

BASIC FUNCTION:

Under the direction of the Nye County Treasurer, responsible for work direction, timekeeping monitoring, work flow, monitoring and ensuring the overall supervision of the Treasurer's office, ensuring timely completion of assignments and accuracy in posting and reporting.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Able to perform all duties of the Deputy Treasurer and review work for accuracy.
2. Assists in the preparation of performance reviews of the Deputy Treasurers and participates in delivery of the review.
3. Keeps track of investments and balances investments with bank.
4. Transfers monies to and from various accounts. Monitors and transfer monies from investment accounts to fund expenditures and invest monies daily
5. Reviews room tax reports prepared by staff.
6. Checks deposits to cash book, prepares reports and disbursements.
7. Conducts month end balancing of all records including bank reconciliation.
8. Investigates and corrects errors pertaining to reports and receipting.
9. Supervise and analyze all distribution of billing, reporting and receiving of Tax Collections and all duties associated including contract with outside vendors, certifying Tax Rates, apportioning all taxes including Centrally Assessed, Net proceeds, Consolidated Tax and Gas & Jet fuel Tax.
10. Responsible for approving all receipting done by staff.
11. Responsible for implementing adopted legislation and any reports required as a result and implementing any County resolutions and Ordinance.
12. Assists with preparation of Treasurer's budget and monitors all expenditures
13. Work with Information systems and outside vendors to develop applications for office.
14. Responsible for creating and implementing all office procedures.
15. Act on behalf of County Treasurer in the County Treasurers absence or as delegated.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or successful completion of a G.E.D. or high school proficiency exam and/or work experience directly related to the duties and responsibilities of the class.

LICENSES:

Not applicable.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Supervise office personnel in both office locations

CONTACTS:

Supervisor, co-workers, other department personnel, and the general public.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office environment.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal office environment. Occasional travel may be required while maintaining a valid Nevada driver's license. Occasional overtime may be required.