



CLASSIFICATION NO. 079
Established: 2/80
Revised: 1/93, 12/07
Retitled: 4/19
FLSA: Exempt
EEO: 2

DEPUTY TREASURER

CLASS CHARACTERISTICS

Under direction, to plan, organize and manage the activities and staff of the Treasurer's Office; to perform complex and specialized duties to manage an investment portfolio, and issue and service debt instruments; to maintain all accounting records for cash, investment and debt transactions of the County; to act on behalf of the County Treasurer as required; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Treasurer's Office has responsibility for all cash management and investment activities of the County including bank reconciliation, distribution of tax revenues, Clackamas County investment purchases and sales, maintenance of banking and investment custody agreements, and all other responsibilities as defined by the Oregon Revised Statutes.

The Deputy Treasurer is responsible for managing cash accounts and investing County funds within established guidelines. The incumbent also supervises the processing and maintenance of records regarding investment activities for the County and its political subdivisions, as well as the distribution of collected tax revenue to the taxing districts of Clackamas County.

The Deputy Treasurer is the second in command within the department related to Treasury operations and reports to the elected County Treasurer.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Purchases and sells securities to meet cash needs for county departments and component units; monitors the County's investment in the Local Government Investment Pool and securities held in third party safekeeping; maintains all accounting records related to investment and cash management activities.
2. Oversees and administers all bank accounts held by the County; supervises bank account deposits, withdrawals and reconciliation for all county accounts; ensures proper internal controls of accounts; coordinates and monitors bank service agreements.
3. Oversees debt issuance requirements; monitors paying agents and invests bond funds; issues interest and principal payments on existing debts.
4. Monitors and analyzes changes and conditions in financial markets; applies statutes and department policies to the investment portfolio; provides technical assistance and advice to other departments regarding financial issues and cash flow projections.

5. Participates in the hiring of paraprofessional and office staff; supervises, trains and provides direction to staff to ensure quality to citizens and county staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team effort among staff and with other County departments.
6. Supervises the distribution of collected tax revenue; performs and supervises complex cash flow projection programs.
7. Participates in the preparation and administration of the treasury section budget; submits budget recommendations and monitors expenditures.
8. Prepares audit reports and work papers on cash management, investments, debts and bank reconciliations; develops work schedules to meet audit deadlines; analyzes and recommends policies and internal controls; explains related policies, procedures and systems to County employees and independent auditors.
9. Recommends and assists in the implementation of investment goals and objectives; establishes schedules and methods for financial and investment procedures; recommends and implements policies and procedures.
10. Develops, implements and evaluates accounting and financial information systems and controls; reviews and approves new procedures and forms.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of financial and investment portfolio management, public accounting and financial management; methods and instruments used in investment management, debt issuance and debt service; applicable federal, state and local laws, rules and regulations; principles of financial record keeping and reporting; basic principles of public administration, including personnel management and budget administration; participative management theories; computer equipment and software applications for accounting systems.

Skill to: Understand and interpret the activities of the fixed income markets; perform complex technical financial computations and calculations; interpret and apply federal state and local policies, procedures, laws and regulations; prepare and administer a budget; communicate effectively, both orally and in writing; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain effective working relationships with banks, investment counselors, elected officials, County employees and the public; interpret various legal and financial documents; maintain accurate financial records and accounts.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications

and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of eight (8) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 7/21