

**TREASURY TECHNICIAN**

**DEFINITION**

Under direction, performs paraprofessional accounting work within the treasurer's office; performs difficult account entry and recordkeeping work including maintaining and balancing all County cash activities and investment accounts; assists in the preparation of financial reports and analyses; and performs related duties as required.

**REPORTS TO**

Higher level management or supervisory staff.

**CLASSIFICATIONS SUPERVISED**

This classification does not exercise supervision over staff.

**EXAMPLES OF DUTIES**

*The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.*

Performs paraprofessional accounting work within the Treasurer's office; compiles financial data and prepares financial reports; performs difficult account recordkeeping work, including, but not limited to, maintenance of journals and general ledgers; produces account reports and reconciles daily with account information provided by the bank; researches and determines the reasons for non-documented cash transactions and balances the County's checking account; enters information on journal entries and deposits into the Treasurer's Fund accounting system software; tracks County investments; monitors all cash transactions made by County departments, schools and special districts; reviews and approves daily cumulative summary reports from the bank; verifies and processes deposit permits for various departments credit card payments; acts as financial information source to department staff members and County employees as needed; may assist in year-end work and the development of year-end reports; may assist in the preparation of the department budget; posts daily journal entries and maintains reports and files; audits invoices and researches accounts payable and accounts receivable issues; prepares and maintain monthly spreadsheets; and performs related duties as required.

## **TREASURY TECHNICIAN - 2**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and fax machines.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with staff and the public.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Operations, services, and activities of the Treasurer Tax Collector's office.
- Principles and practices of financial record keeping.
- Basic accounting principles.
- Methods and techniques of balancing accounts.
- Methods and techniques of preparing reports.
- Methods and techniques of posting journal entries.
- Modern office equipment including computers and assigned applications.
- Methods and techniques of monitoring budgets.
- Applicable state and federal guidelines and regulations.

#### **Ability to:**

- Perform responsible and difficult account entry and recordkeeping work.
- Verify, reconcile, and balance a variety of records and information.
- Monitor the County's cash investment accounts.
- Track and monitor budget as assigned.
- Review a variety of financial transactions in accounting and investments.
- Establish and maintain records, data files, and prepare reports.
- Understand and apply a variety of records and information.
- Assist in the preparation of financial statements, analyses, and budget reports.
- Effectively communicate, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Understand and carry out oral and written directions.

## TREASURY TECHNICIAN - 3

**Training and Experience:** *Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:*

### Education

Equivalent to an Associate's degree in accounting or finance.

### Experience

Two (2) years of full-time, increasingly responsible experience in finance and accounting.

### Special Requirements

Possession of an appropriate, current, and valid California Driver's License issued by the California Department of Motor Vehicles.