

**County of Live Oak**  
**Assistant Treasurer Job Duties**

**Job Description**

Directly assisting the County Treasurer, the Assistant Treasurer is responsible for performing duties pertaining to the preparation of financial reports and reconciliations, payroll management and state reporting requirements. The Assistant Treasurer represents the Treasurer, in the Treasurer's absence and continues all daily operations. The position of Assistant Treasurer is a full-time position that includes retirement and County sponsored Health Benefits

**Responsibilities**

- Deposit/receipt all money received in the office and appropriate funds to proper accounts
- Report of daily banking and deposit activity reconciliations
- Preparation of all employee time sheets, payroll processing, input, dispersal and fund transfers
- Prepare and reconcile payroll and payroll tax bank accounts
- Reconcile and prepare monthly reports from other County offices
- Prepare reports for state quarterly reports for Treasurer
- Prepare reports per payroll and per quarter for federal reporting
- Receive, process and report all Worker Comp Claims
- Prepare year end reports for annual audit for Treasurer
- Intake and orientation of new employees
- Transparency and accuracy in reporting and recording data and documents
- Manage daily office tasks: filing, faxing, answer phones, deliver items to other offices, retrieve mail
- May at times, be required to present to Commissioner's Court when Treasurer is unavailable
- Record and prepare for yearly Leasing of River Lots

**Skills and Qualifications**

- Proficient knowledge of Microsoft Excel and Word and willing to learn new programs related to the office function
- Knowledge of FMLA, FLSA and HIPPA compliance
- Should possess excellent communication skills, be honest, trustworthy and unbiased
- Must be able to work in team environment and receive criticism as opportunity for growth
- Should be able to work independently without direct supervision and possess ability to prioritize tasks
- Employee should have professional dress and professional demeanor at all times
- Must be able to pass detailed background check and provide references