

Wells County, North Dakota

Wells County Courthouse
Office of Treasurer
700 Railway ST N #97
Fessenden, ND 58438
(701) 547-3161

Job Description

Job Title: Deputy Treasurer	Job Status: Full-Time
Department: Treasurer	FLSA Status: Non-Exempt
Reports To: Treasurer	Effective Date: October 2019

❖ Nature of Work:

The Deputy Treasurer assists the County Treasurer by performing responsible clerical and accounting functions that include preparing, balancing, and making daily bank deposits; handling cash drawer; and entering tax payments. Work is performed under the general direction of the Treasurer. In the absence of the County Treasurer, this position assumes the duties and legal requirements of the office.

❖ Essential Functions of Work:

- Prepares daily balance sheet and deposits, also delivers deposit to Bank for deposit in County account.
- Prepares miscellaneous receipts for funds brought in by various County departments and agencies.
- Assists in preparing daily, monthly and yearly reports of tax revenues and distributions.
- Under the directions of the County Treasurer, monitors interest on investments and accounts.
- Receives full and partial tax payments: posts payments in computer system, issues tax receipts, notice of balance due, refund overpayments, make changes and additions of taxpayer information.
- Assists tax payers wanting to do online payments over the phone by credit or debit card.
- Answers the telephone and provides information to the public regarding real estate taxes.
- Processes mass payments from mortgage company escrow accounts.
- Mails Estimated Property Tax Notices by end of August.
- Prints and sends delinquent tax notices for unpaid taxes: March, May, July, & October.
- Monitors record of outstanding checks and Warrants, if not timely cashed, document notification completed.
- Prepares and sends unclaimed money to ND State Land Department.
- Annual Records Disposal.
- Perform other duties as they pertain to the Wells County Treasurer's Office.
- Maintains confidentiality of information to comply with Federal and State laws, rules, policies, and procedures.

❖ **Requirements of Work:**

- Ability to communicate and maintain a professional manner with other employees and the public.
- Knowledge of bookkeeping and accounting practices; also basic computer skills and office equipment.
- Ability to work irregular schedules and in high stress situations.

❖ **Desired Minimum Training and Experience:**

- High school diploma or equivalent.
- Advanced knowledge of the fundamentals of accounting, office procedures, handling money, and mathematical calculations.
- Experience in accounting procedures and computer programs: Microsoft Word, Excel and Outlook

❖ **Clarification Clause**

This job description is intended to be a reasonable outline of the principle job elements essential in maintaining Treasurer related positions. The job description does not constitute an employment contract or an employment agreement. The employment is an employee “at will” under ND law and may be hired or fired at the discretion of the Treasurer. Employee is expected to read and follow the Wells County Employee Policy Manual. The County reserves the right to modify job descriptions at any time.

Wells County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.