

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: Treasurer	Job Status: Full-Time
Department: Treasurer	FLSA Status: N/A (Elected)
Reports To: Electorate	Effective Date: October 2019

❖ Nature of Work:

As a duly elected official, it is the responsibility of the County Treasurer to perform the duties as outlined in North Dakota Century Code, Chapter 11-14. Elected to a four year term, taking office May 1. The scope of the treasurer's responsibilities encompasses the collection of state and local funds, the disbursement and investment of local funds, and the accounting for those funds.

❖ Essential Functions of Work:

- Perform all responsibilities of Treasurer as outlined in North Dakota Century Code, Chapter 11-14.
- Maintains all financial records of the County.
- Provides information for lending and mortgage agencies and for some audits.
- Invests funds to receive the best return.
- Receives and receipts all incoming money.
- Collects fees and fines for all county offices.
- Provides daily statement to Auditor. (Balance Sheet)
- Mails Tax Statements in December and delinquent statements throughout the year.
- Process mass payments from mortgage company escrow accounts.
- Mails Estimated Property Tax Notices by end of August.
- Responsible for collecting tax money.
- Performs other reasonable duties as they pertain to the Wells County Treasurer's Office.
- Maintains confidentiality of information to comply with Federal & State laws, rules, policies, and procedures.

❖ Requirements of Work:

- Ability to work irregular schedules and in high stress situations.
- Ability to communicate and maintain a professional manner with other employees and the public.

❖ Desired Minimum Training and Experience:

- Beneficial but not required, minimum of 5 years in management and supervisory role.
- Knowledge and experience in accounting procedures and computer programs.

❖ **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 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.