

POSITION DESCRIPTION

Title: Deputy Treasurer
Department: Administration
Date: August 2025
FLSA: Non-Exempt

GENERAL PURPOSE

Performs a variety of routine and complex clerical, secretarial and accounting work in keeping official records, administering the accounts payable function of the city and providing administrative support to the City Finance Director/Treasurer and other staff as time allows.

SUPERVISION RECEIVED

Works under the supervision of the Finance Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates the daily operation of the City's financial and data processing procedures, general ledger and journal entries, including coding and entering certain expense vouchers and receipts, making necessary journal entries, budget adjustments and transfers.
- In assistance to the Finance Director and Clerk; prepares and submits various DOR filings.
- Assists in the city audit by providing data on multiple facets of needed audit items.
- Performs various bank transfers and necessary entries into the accounting software after transfers occur.
- Assists in annual budget preparation and execution in correlation with the Finance Director.
- Assists as financial liaison for various departments in correlation with the Finance Director.
- Enters accounts receivable data, process data, mail & distribute invoices. Receipts payments into the financial system as received.
- Daily monitor Requisition status report for approved invoices and claims. Note approved requisitions and prepare associated purchase order. If a pre-paid/manual check is required, prepare the check as approved and distribute with Department Head instructions.
- Monitor and maintain the Purchase Order register for Administration, Historical Landmarks Preservation Committee, Cable, Community Development, Public Works, and Sewer Utility Departments, reviewing each claim and verifying submitted invoices for accuracy.
- Assist Department Heads in preparing purchase orders and educate on the requisition and purchase order process.
- Review departments' purchase orders for accuracy as time allows.
- Maintain and update the vendor listing as needed.
- Once Purchase Orders/claims are approved by Council, update information to the General Ledger, prepare all reports necessary for printing checks and verify report totals.
- Print checks for the approved purchase orders/claims for signature. Once signed, process the checks by mailing them or delivering them to the respective Department Head.
- Weekly and at month end update Accounts Payable to General Ledger.
- Monthly review Accounts Receivable and update to General Ledger.
- Assists in tax collection at the direction of the Finance Director.
- Perform related duties as required.

PERIPHERAL DUTIES

- Operates office machines as required.
- Attends seminars and workshops related to duties and responsibilities.
- Back up for payroll related items.
- Back up for cash receipting items.
- Provides clerical or technical support to other staff as required.
- Assist in the election process as time allows at the discretion of the Finance Director.
- Operates a vehicle to run errands.
- Serves as a Notary Public.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Associate degree in accounting, finance or concentration in business or public administration or
- (B) Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

SPECIAL REQUIREMENTS

Valid state driver's license, or ability to obtain one; notary public certification within 6 months.

TOOLS AND EQUIPMENT USED

Phone system; mainframe computer terminal; personal computer including word processing software; copy machine; postage machine; fax machine; calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have read the job description for my employment position with the City of Columbus and I certify that I can perform these functions.

Employee Name – *Please print*

Employee Signature

Date