

# GRAYSON COUNTY JOB POSTINGS

Equal Opportunity Employer

Persons with disabilities are encouraged to request assistance during the application process. Please call the Human Resources Dept. at 903-813-4091 to request the assistance.

	Date Posted: 9/13/2017 Closing Date: Open Until Filled Positions Open: 1
Position:	Deputy Treasurer
Department	County Treasurer's Office
Job Number:	H7091301
Duties	<p>Under general supervision provides assistance to County Treasurer regarding all operations and activities of the County Treasurer's Office. Performs a variety of administrative and clerical functions to include:</p> <ul style="list-style-type: none"><li>• Receiving, depositing and disbursing cash</li><li>• Processing and mailing checks for various disbursements</li><li>• Sorting, cancelling and balancing bank statements</li><li>• Posts information, balances accounts, researches discrepancies and verifies funds</li><li>• Sets up and maintains a variety of records and files</li><li>• Prepares invoices</li><li>• Answers questions and provides information to other departments, divisions, and outside agencies and the general public</li><li>• Responds to and resolves routine and sensitive inquiries and complaints</li><li>• Performs a variety of general clerical duties including answering phones, typing, processing mail and ordering supplies</li></ul>
Qualifications:	Knowledge of: accounting and bookkeeping principles and techniques. General procedures related to accounts receivable. Principles and procedures of record keeping. MS Office products and general office equipment. Must possess good verbal and written communication skills.
Requirements:	Three years of office experience with at least one year of accounting or bookkeeping duties. High School diploma or GED required; advanced training in accounting principles and business administration preferred.
Benefits:	Excellent employer paid health insurance, vacation, sick leave, paid holidays and retirement plan.