

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In the Matter of the Hire of
An Employee**

)
)

ORDER NO. 23298

WHEREAS, it is the recommendation of David Barnes, County Treasurer, that the following person shall be hired to fill the position identified below at the specified salary range, step, rate of pay, and status:

<u>Name</u>	<u>Position</u>	<u>Range/Step</u>	<u>Rate</u>	<u>Status</u>
Nicholas A. Vicino	Deputy Treasurer	E-4	\$4299/mo	FT/Prob

The job description is attached hereto for reference.

WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation.

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated hire be in effect as of September 11, 2023.

DATED this 6th day of September, 2023

BOARD OF CURRY COUNTY COMMISSIONERS

Absent At Signing

John Herzog, Chair

Brad Aleorn, Vice Chair

Approved as to Form:

Michael E. Fitzgerald, OSB #950738
County Legal Counsel

Jay Trost, Commissioner

CT2023-214
Curry County Clerk, Shelley Denney

Filed Date 9 11 23

Time 8:26A - 4 pages

Deputy S. Lindsey Harris

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Deputy Treasurer

EXEMPT:	No	
SALARY LEVEL:	E	
SUPERVISOR:	Curry County Treasurer	
PREPARED BY:	Curry County Treasurer	June 2023

GENERAL POSITION SUMMARY:

Assists in the general operation of the Treasurer's Office. Makes decisions in relation to the office when the Treasurer is absent, including signature authority. Point-of-contact in the absence of Treasurer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Maintains the control records for all transactions affecting the fund balances in all County funds, trust, suspense, and taxing district accounts. Assures accurate recording, balancing, and classification of all financial transactions to proper accounts in accordance with county procedures and state regulations.
2. Verifies the amounts of money deposited by various county departments and taxing districts, receipt same, crediting the proper fund and budget item.
3. Coordinates, confers with and resolves problems with the IT department relating to technical and programming aspects of accounting functions; participate in the design of reports
4. Provides difficult and involved balances, verifications, reconciliations, and audit reports as required. Assures completeness and accuracy of records and summaries of financial transactions and investments in compliance with Government Accounting Standards Board (GASB 34).
5. Coordinates and cooperates with outside auditors as required during periodic audits of the County's financial records. Creates reports to present required audit information in compliance with Government Accounting Standards Board (GASB 34).
6. Creates, develops, and maintains multiple complex computer spread sheets for functions that are not available on the main accounting system. Designs reports, analyzes problem areas, and reconciles receipt entry into the accounting system.

7. Responds to inquiries from the public, County departments and taxing districts regarding functions of the Treasurer's Office. Records request for money and follows procedures for direct deposit to checking accounts of taxing districts.
8. Records Coordinator for Treasurer's Office. Responsible for retaining records for Treasurer's Office in compliance with Archives Division of Oregon Administrative Rules.

QUALIFICATION REQUIREMENTS:

Knowledge of . . .

- Office principles and practices, investing, record keeping and reporting.
- State laws and Government Accounting Standards.
- Practices and terminology associated with bookkeeping and accounting as well as a working knowledge of the principles of accounting.

Ability to . . .

- Develop, improve, and install accounting, investment and bookkeeping procedures and systems in the interest of efficiency, effectiveness, standardization, and compliance.
- Meet deadlines with accuracy and attention to detail with uncontrollable interruptions.
- Communicate effectively both verbally and in writing
- Deal courteously and tactfully with the general public
- Maintain effective working relationships with other employees and county departments

Skills in . . .

- Manipulating data management systems to enter, update, edit, display, and search financial information recorded on data processing equipment
- The operation of calculators, personal computers, data entry on various computer programs, and other office equipment

EDUCATION AND/OR EXPERIENCE:

High school graduation or equivalency with general business curriculum supplemented by college-level course work in accounting

Four years of experience in accounting, bookkeeping or general office procedures which include investment activities preferred; or any satisfactory equivalent of experience and training.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- An employee in this classification performs accounting duties requiring knowledge of an extensive body of accounting procedures and techniques to work with a total accounting system. Incumbents of this class are responsible for reviewing work from other departments or sources and verifying its accuracy.

- Work is performed under limited supervision and is reviewed primarily on the basis of results obtained.
- Incumbent is expected to independently perform work assignments.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
- The employee is occasionally required to stand; walk; and stoop, kneel, or crouch.
- Position generally works in an office environment.
- The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.