



**PRINCE GEORGE COUNTY, VIRGINIA
invites applications for the position of:**

Deputy Treasurer

SALARY: Depends on Qualifications

OPENING DATE: 12/15/20

CLOSING DATE: 01/15/21 05:00 PM

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Prince George County is seeking applicants for a full-time Deputy Treasurer to assist with receiving payments; recording receipts; processing tax returns; reconciling accounts; assisting the public.

QUALIFICATION REQUIREMENTS:

Successful candidate must have general knowledge of the principles underlying the laws, ordinances and regulations governing the operations of the Treasurer's Office; general knowledge of the principles, methods and practices of accounting; some knowledge of business and office practices; ability to analyze and interpret fiscal and accounting data and to prepare appropriate statements and reports; ability to operate standard office, word processing and data entry equipment; ability to establish and maintain effective working relationships with associates and the general public. Governmental bank reconciliation experience is preferred.

SPECIAL REQUIREMENTS:

Position requires any combination of education and experience equivalent to graduation from high school and some accounting and customer service experience.

Pre-employment physical/drug testing and criminal background check, to include fingerprinting, required.

ADDITIONAL INFORMATION:

To apply online, visit the Prince George County website at www.princegeorgecountyva.gov. All applicants must complete supplemental questions.

Faxed or emailed applications not accepted. Postmarks are not considered received.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.princegeorgecountyva.gov/>

Position #DT122020
DEPUTY TREASURER
WJ

Prince George County
6602 Courts Drive
Prince George, VA 23875
804.722.8669

hr@princegeorgecountyva.gov

Deputy Treasurer Supplemental Questionnaire

- * 1. Please describe what level of experience you have working for a locality in the Treasurer's Office by selecting one of the following choices:
 - Less than 1 year of experience
 - 1-2 years of experience
 - 3-4 years of experience
 - 5-10 years of experience
 - More than 10 years of experience
- * 2. Do you have experience with Bank Reconciliation?
 - Yes
 - No
- * 3. Do you have experience with Governmental Bank Reconciliation?
 - Yes
 - No
- * 4. Please describe your level of fiscal experience by selecting any of the following choices:
 - I have experience balancing cash tills.
 - I have experience working as a Bank Teller.
 - I have experience working in a local Treasurer's Office.
- * 5. Please describe your computer skills by checking any of the following choices:
 - I have experience with Microsoft Word
 - I have experience with Microsoft Excel
 - I have experience with Data Entry
 - I use the 10-key touch system when using a computer or calculator
 - I have experience with the IRMS system
 - I have experience with the BRIGHT system
 - I have experience with Tyler Cashiering
 - I have experience with Tyler Munis
- * Required Question