

County of Rockingham, VA  
Chief Deputy Treasurer-Operations

**Employment Status:** Full Time

**FLSA Status:** Non-Exempt

**Experience Required:** Prior managerial experience preferred

**Minimum Education Requirements:** Any combination of education and experience equivalent to undergraduate, preferably in the field of business, accounting, or public administration. Advanced degree preferred. Prior managerial experience or coursework preferred

**Direct Supervisor:** Treasurer

**Primary Work Location:** Office setting; Treasurer's Office

**Physical Requirements:** This is sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

**Certifications:** Valid Driver's License

**Job Summary:** Responsible for planning, organizing, and supervising the operational staff of the Rockingham County Treasurer's Office. Under the direction of the Treasurer, this position functions as one of two assistants in the Treasurer's Office. The Deputy Treasurer of Operations is responsible for the overall direction and management of the operational staff, including leading and supervising personnel and ensuring compliance with Virginia Code, County Code, and other state and local regulatory agencies' requirements

### Essential Job Functions

- Plans and organizes workloads and staff assignments, reviews progress, directs change of priorities, and schedule as needed to assure work is performed in a timely and efficient manner according to appropriate guidelines, procedures, and regulations
- Prepares department's annual budget. Oversees maintenance contract issues for department equipment
- Manages departmental payroll, leave approval, and other human resource functions. Oversees annual reviews of subordinate staff. Recommends hiring, transfer, promotion, discipline, etc. Establishes work rules and performance standards. Resolves grievances and other sensitive personnel issues
- Schedules, plans, creates, prints, and mails billings using postal service guidelines to achieve cost effectiveness
- Coordinates with in-house programmer to create, maintain, and secure office software applications, including delinquent collections software, internet payment software, and archive software. Troubleshoots new and current programs as required. Coordinates staff training for new applications and updates
- Coordinates with IT department for procurement and life cycle issues of office systems
- Acts as primary contact with outside software vendors
- Serves as Security Officer for access to State and County computer systems, including DMV
- Invests county monies in accordance with the Treasurer's investment policy and the Virginia Public Deposits Act. Maintains accurate records in relation to such
- Coordinates County cash flow management. Tracks County expenditures to maintain acceptable level of liquidity. Attends meetings and reviews reports related to County activities that affect cash flow
- Maintains security certifications for online and merchant account in accordance with current Payment Card Industry standards
- Acts as liaison to outside departments and agencies for banking services and cash handling procedures (all county cash/banking services must coordinate with Treasurer's office). Procures banking contract for County as necessary. Signs checks for County Treasurer. Co-signer on all County bank accounts. Account administrator for all on-line banking access
- Assists Chief Deputy Treasurer of Compliance in balancing and maintaining several financial schedules, including balancing bank accounts to the general ledger; documenting and approving wires for payroll taxes; performing bank analysis; comparing and balancing monthly general ledger to subsidiary ledgers; preparing settlement spreadsheets and reports
- Serves as Records Management Officer for Treasurer. Maintains and oversees disposal of all records, files, and documentation according to the requirements of the Library of Virginia

- Supervises collection department and assists in the collection of delinquent accounts. Manages complex delinquent accounts including judicial sales of real estate, distress warrants, warrants in debts, liens. Testifies in court as needed and initiates criminal enforcement
- Assumes responsibility of Treasurer and other staff in their absences
- Coordinates office training and staff development through Treasurer's Association of Virginia. Maintains office accreditation standards and deputy certification standards. Deputized by Clerk of the Circuit Court
- Coordinates monthly and annual Compensation Board reporting and budgeting

### **Knowledge**

- Advanced knowledge of Virginia laws
- Advanced knowledge of Treasurer's office operations
- Advanced knowledge of accounting terminology and methods
- General knowledge of standard office procedures, practices, and equipment
- Advanced knowledge of database and spreadsheet applications
- Advanced knowledge of data analysis and research

### **Skills**

- Collegiate writing skills
- Proficiency operating office software
- Excellent organizational and office skills

### **Abilities**

- Ability to properly classify tax types and payments
- Ability to interpret County Code
- Ability to deal effectively with taxpayers, co-workers, and the general public.
- Ability to supervise staff
- Maintain regular attendance at work

### **To Apply**

- All applicants must apply online at [www.rockinghamcountyva.gov](http://www.rockinghamcountyva.gov)
- Application review will begin as soon as possible. **Deadline to apply is August 2, 2022**

**Rockingham County is an Equal Opportunity Employer**