



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

Deputy Treasurer

SALARY: \$36,521.00 - \$56,608.00 Annually

**OPENING
DATE:** 02/13/23

**CLOSING
DATE:** 02/28/23 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.

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