



Job Description

Department: Treasurer
Position Title: First Deputy
Pay Classification: P&A 05 (Entry \$22.17-\$31.17/hr.)
Reports To: Treasurer

Position Summary:

Assists the County Treasurer in the handling of all revenue, including grant funds, received by more than 30 County departments. Responsible for proper account allocation into the County administrative system of funds received. Administration of the Treasurer's Office in the absence of the Treasurer. Responsible for supervision and direction of office staff on a regular basis.

Major Duties & Responsibilities:

- Generate reports to reconcile in excess of 60 accounts from Gemstone to 5 applicable bank accounts which may include upwards of \$50,000,000
- Receipt of funds from multiple County units to be deposited
- Remote depositing of funds via Desktop banker
- Receipt and deposit of checks from Controller, to cover Accounts Payable checks, which will be written out of the clearing account
- Completion of individual deposit slips for each account
- Delivery of funds to local bank
- Preparation of deposit slips for Treasurer to deliver to various banks
- Preparation of Courier service deposits that are made weekly
- Attachment of bank deposit receipts to appropriate Gemstone receipts for Controller's acknowledgement
- Disbursement and/or maintenance of County Petty Cash Fund.
- Provide direction to the staff
- Effective working relationship with Fiscal and Controller departments
- Effective communication with other departments and the public
- Opening of office to include unlocking all doors, vault, and safe

- Removal of cash drawers and other materials needed for staff, from within the safe
- Transfer of funds to various accounts to cover disbursements
- Bi-weekly Payroll/Timeclock review, maintenance and approval of hours worked by staff
- Monthly reconciliation of bank statements
- Assists the Treasurer with Small Games of Chance and Bingo licensure
- Working knowledge in Small Games of Chance Act, Bingo Laws, and Hotel Excise Tax Ordinances
- Knowledge of Record Retention Schedule as it applies to the Treasurer's Office
- Understanding and comprehension of the County Treasurer's Manual
- Assists the Treasurer with collection of Hotel Excise Tax
- Backup to 2nd Deputy position as well as support to all positions
- Attendance at Commissioner and Retirement Board meetings in the absence of the Treasurer
- Attendance at State Treasurer's Association conferences and annual convention
- Administration and user management of Pennsylvania Automated Licensing System
- Assists with office administrative support
- All other duties as assigned

Job Requirements:

- Ability to read and interpret rules and regulations of the different Commonwealth license programs and to communicate said information to other employees and customers in an understandable manner
- High degree of initiative
- Ability to define and solve problems when collecting data, establishing facts and drawing valid conclusions
- Ability to use a calculator with speed and accuracy
- Computer skills which include experience working with Microsoft Office
- Meticulous attention to detail
- Ability to speak calmly and confidently to persons of varying backgrounds

Minimum Education and/or Experience Required:

- Requires a minimum of an Associate's Degree in a related field and three years of experience, in an accounting-related position;
- Prior experience in staff supervision/ staff management strongly preferred

To Apply:

Please complete the standard [County of Mercer Application](#) and send a letter of interest, salary history, and your resume to the following:

Mercer County
HR Department
125 S Diamond Street, Suite 17
Mercer, PA 16137
hr@mercercountypa.gov

Applications can be submitted via USPS, e-mail, or hand delivered.

Deadline to Apply: Position Will Be Posted Until Filled