

NEW CASTLE COUNTY GOVERNMENT

Number 0254

CLASS SPECIFICATION

Page 1 of 2

Date 5/28/08

Title: TREASURY ASSOCIATE

Approved:

Charlotte L. Curwell

GENERAL STATEMENT OF DUTIES: Performs a variety of administrative, technical, and problem-solving duties to assist in the administration of New Castle County's treasury operations; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs a variety of technical and administrative tasks to assist in administering and monitoring the treasury functions for New Castle County, including billing and collection processes, customer service operations, investment functions, fund custodial services, and computerized information systems. Responsibilities include serving as liaison with customers, other departments, and outside agencies to ensure the highest quality of service in all areas to the citizens of New Castle County. Work involves the exercise of judgment in the interpretation and application of prescribed policies and procedures to include ensuring compliance with applicable regulations. The employee works with considerable independence of action to conduct research and analyze information, prepare reports, respond to inquiries, represent managers, and perform related customer service functions. This employee supervises support staff. Work is performed under the general supervision of a higher level administrator.

EXAMPLES OF WORK: (Illustrative Only)

- Monitors and maintains information relating to treasury activities in accordance with prescribed rules, regulations, policies, and procedures;
- Advises customers of rules, regulations, policies, and procedures relating to treasury functions;
- Audits, verifies, reconciles, adjusts, and processes payments for all treasury-related billings;
- Maintains related records, information, and files;
- Reviews, audits, and reconciles billings;
- Investigates and responds to questions, problems, and complaints related to treasury activities;
- Complies with State and County regulations relating to treasury activities and ensures compliance with such regulations;
- Conducts training sessions for newly hired treasury employees;
- Collects, compiles, verifies, and prepares information for computer input;
- Reconciles funds and checking accounts, investigates differences, and recommends adjustments as necessary;

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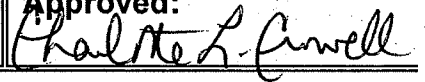
Page 2 of 2

CLASS SPECIFICATION

Date 5/28/08

Title: TREASURY ASSOCIATE

Approved:



- Conducts research, compiles, and analyzes information and prepares reports;
- Assists in coordinating the payment of transfer taxes collected;
- Assists in implementing and maintaining policies and procedures relating to treasury activities;
- Responds to requests for treasury information;
- Assists with special projects;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Some knowledge of the principles and practices of treasury activities including billing, collection and cash management; good knowledge of fiscal practices with emphasis on governmental entities; some knowledge of cash and debt management principles and practices; ability to understand and follow complex oral and written directions; ability to make decisions in accordance with laws, ordinances, regulations, policies, and procedures governing the financial operations of the County; ability to learn and perform a variety of assigned tasks; ability to communicate courteously and effectively, both verbally and in writing; ability to supervise others; ability to establish and maintain effective working relationships with customers and outside agencies; ability to conduct research, analyze prepare clear and concise fiscal reports.

MINIMUM QUALIFICATIONS: At least three (3) years experience in treasury activities such as billing, collection and cash management, one (1) year of supervisory experience, and possession of a Bachelor's Degree from an accredited college or university with major course work in finance, accounting, or related field; or an equivalent combination of education, experience and training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Ability to pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established: 11/01/97
Revised: 11/01/98
Revised: 05/01/03
Revised: 05/28/08