

## TREASURY ASSOCIATE

**DISTINGUISHING FEATURES OF THE CLASS:** This position is in the treasury unit of the Broome County Office of Management and Budget and assists the Treasury Manager with cash management activities. The incumbent is responsible for maintaining the worksheets used in cash management activities and reconciling cash related general ledger accounts. Work is performed under the general direction of the Treasury Manager with leeway allowed for the use of independent judgment in carrying out assignments. Supervision is exercised over the work of Treasury Clerks and may be exercised over other assigned clerical employees. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Plans, assigns and reviews tasks related to a wide variety of financial information in journals, electronic files and reports;  
Provides detailed instructions for the completion of tasks;  
Prepares a daily schedule of beginning bank account balances and known current day activity to determine projected ending balances and recommends transfers between accounts; inputs transfers into the banking software for approval including the payroll account funding;  
Monitors and makes recommendations regarding cash balances in all accounting funds, reconciling treasurer's and primary cash levels, maintaining inter-fund receivables and recording interest;  
Maintains bankruptcy files and proposes appropriate tax database activity to correspond to prepared accounting entries;  
Maintains contractual arrangements with banks to ensure Broome County's compliance with local and state regulations and policy, revising forms as necessary;  
Assists staff in resolving taxpayer issues, including researching tax accounting systems and interacting with the Real Property and Law Departments;  
Maintains bank schedules and ensures that all receipts and disbursements are accounted for; queries departments as necessary;  
Notifies relevant departments of insufficient fund checks and bank adjustments and ensures that appropriate actions are taken;  
Prepares stumpage tax remittances as they are received;  
Accounts for tax refunds and tax cancellations within established timeframes;  
Prepares debt service payments for both short and long-term debt within contractually established timelines;  
Maintains sales tax information updated with each receipt;  
Prepares sales tax vouchers for distribution to municipalities; prepares schedules and quarterly letters to the Legislature; prepares schedules, vouchers and semi-annual reports to the State regarding the distribution of mortgage tax amounts;  
Prepares vouchers for community college contributions in January, February and April; in April, prepares vouchers to schools and villages for the amounts returned to us as unpaid for re-levy;  
Prepares closing schedules as necessary and assists with budgetary estimates;  
Prepares procedural documentation and recommends efficiencies and amendments which may arise through regulatory change;  
Maintains compliance with all State, Federal and local laws.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the generally accepted principles, practices,

terminology and trends of governmental accounting and the generally accepted accounting principals and practices;  
Good knowledge of office terminology, procedures and policies;  
Working knowledge of state statutes as they apply to cash management including investment options allowable by county government;  
Working knowledge of local, state and federal regulations as they apply to the calculation, collection and settlement of property taxes;  
Ability to meet stringent deadlines;  
Ability to supervise and instruct subordinate staff on proper work procedures and methods;  
Ability to establish and maintain effective working relationships;  
Ability to understand local, State and Federal regulations including Real Property Tax and Local Finance Law;  
Ability to communicate complex issues effectively both orally and in writing;  
Ability to prepare and analyze financial reports;  
Ability to serve as liaison between the County and commercial banking institutions;  
Ability to plan and assign the work of others;  
Accuracy;  
Initiative;  
Integrity;  
Independence.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree including and/or supplemented by 18 credit hours in accounting; OR
- B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Bachelor's degree in business administration, finance, economics, or closely related field and two years of experience reconciling ledgers, balancing a variety of accounts, and cash management; OR
- C) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with an Associate's degree in business administration, finance, economics, or closely related field and four years of experience reconciling ledgers, balancing a variety of accounts, and cash management; OR
- D) An equivalent combination of training and experience as defined the limits of A), and B) above.