

Greene County Treasurer's Office
Deputy Treasurer II

The Greene County Treasurer's office is seeking a reliable individual to serve as a Deputy Treasurer. Please submit a cover letter and resume to Stephanie A. Deal, Treasurer, PO Box 157, Stanardsville VA 22973 or to sdeal@gcva.us. Starting pay is set at \$32,960. Position remains open until filled. No phone calls please.

General Information

The Treasurer's office is responsible for collecting and recording all tax revenues and local fees, representing the County in all banking matters, and managing the investments of County funds. Collection of real estate and personal property taxes is one of our largest responsibilities. Everyone in this office is responsible for assisting the taxpayers first and foremost.

General Definition of Work

This position serves at the pleasure of the Treasurer and will need to gain an understanding of all aspects of this office. Primary responsibilities include assisting taxpayers, processing tax payments and posting all forms of revenue.

Some specific duties are:

- Answer phones and assist taxpayers
- Accept tax payments and other revenue for the County
- Establish payment plans for taxpayers
- Post and reconcile all forms of payment
- Sell and record information related to dog tags
- Assist with various methods of collection efforts
- Assist with audit preparation
- Cross train on other tasks in the office
- Other tasks as assigned

Essential Skills and Qualifications

- Enjoy working with the public
- Provide courteous customer service
- Protect confidential information
- Ability to accurately count cash and make change
- Ability to locate and fix problems
- Knowledge of basic accounting practices
- Analyze and interpret fiscal and accounting data
- Experience using Microsoft Office
- Significant working knowledge of Excel

Greene County is an equal opportunity employer.