

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

9 CHIEF DEPUTY TREASURER – TREASURER
\$25.15/hr. - 40hrs/wk.

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 12/04/2025

REMOVE: OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: CHIEF DEPUTY TREASURER

FLSA: Non-Exempt

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assume responsibility of the office in the absence of the Treasurer, supervise the clerical staff, receive and receipt all monies due of accruing to the County, and keep proper accounts of all monies.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Assumes all responsibilities of the office in the absence of the Treasurer.

Supervises clerical staff and maintains time sheets and attendance records

Greets the public, clients outside agencies and other county staff as necessary; answers questions and provides information pertaining to specific accounts; resolves conflicts; maintains effective communication with other departments; explains accounting procedures and processes to staff as necessary.

Trains all new employees for tasks related to their job classification making sure they are proficient in their performance.

Counts, balances and totals all monies received and verifies against receipts, records, or other documentations; resolves any discrepancies with appropriate personnel; updates receipts to general ledger and credits appropriate funds; prepares bank deposits as appropriate; inputs receivables into financial accounting system; generates and distributes reports to appropriate personnel. Prepares receipts for all monies due to the County; prepares bank deposits for all monies received. Takes deposits to the bank.

Prepares daily cash statements; records accounts payable and accounts receivable in ledger; updates all receipts to General Ledger.

Inputs account receivables in computer system.

Sorts all disbursement vouchers; mails all accounts payable checks.

Signs all checks in absence of Treasurer.

Reconciles bank statements; prepares Petty Cash reports as required: ensures proper documentation and receipts are provided by staff for reimbursement of funds; allocates monies to appropriate accounts; submits to controller for reimbursement and check processing.

Assists Treasurer with budget preparation; orders supplies for office.

Collects, process and posts all Escheated items received from various departments. Prepares reports and submits with payment to the Commonwealth of Pennsylvania Escheat Department.

Processes applications/licenses for but not limited to “Bingo, Dog, Fishing, Hotel Tax, Hunting, Pistol, and Small Games of Chance”.

Types and prepares various correspondence to include letters, weekly, monthly and year end reports.

Works with State Auditors to assure our office is compliant with all licensing and balancing policies and procedures.

Answer all emails received regarding Hotel Tax. Collects and inputs hotel tax receipts in computer system; balances and distributes hotel tax monies quarterly to the Pocono Mountain Visitors Bureau by deadline

Works directly with each Tax Collector to assure taxes are being submitted to the county by the deadline and checks all reports for accuracy.

Works closely with boroughs, municipalities and other government officials for all issues regarding resolutions from townships for organizations for different gaming licenses so they are compliant.

Assists all municipalities with ordinances to make sure they are compliant with Hotel Tax and other Governmental policies and procedures.

Works directly with “Dog Law Enforcement”, “Department of Agriculture” and “PA Game Commission” on issues pertaining to dogs, fishing and hunting.

Performs customer service functions; provides assistance and information related to department services, procedures, forms, or other issues.

Assists certified public accountants and auditors during annual audit process; conducts research and provides financial information to support departmental records and actions; maintains confidentiality of all records and information.

Utilizes various office equipment such as adding machine or calculator, personal computer, mainframe, fax machine, typewriter, photocopier, datamax, and other equipment as necessary to perform daily duties; uses various accounting software and other commercial software in the preparation of reports and documents; keeps apprised of changes in equipment and software; learns new programs as necessary.

Attends Seminars and annual Conferences held at different locations in the Commonwealth.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by three (3) year previous experience and/or training involving administrative work, interpersonal relations, basic bookkeeping, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria including exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide first-line supervision, guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, financial statements, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards or violence.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer