

Concho County

Position open: Chief Deputy Treasurer

Reports to: County Treasurer

Summary of Responsibilities: Support County Treasurer office including but not limited to Payroll activities and efficiencies by gathering and entering employee time and wage data within the County's time management system. Manage benefit and withholding data for employees to ensure taxes and other withholdings are properly calculated for each payroll period. Accounts Payable is also a duty and equally important, as the Treasurer's office pays the bills for all departments within the County. This role requires a high level of attention to detail, as well as the ability to meet strict deadlines for payroll and payables, to ensure checks are issued on time.

Essential Responsibilities and Functions:

- Coordinates and calculates time keeping for payroll by compiling and maintaining time data from employees across departments.
- Audit time for accuracy and assist departments to resolve issues.
- Review employee data to calculate wages and withholdings for taxes, Social Security and employee benefits.
- Audit all garnishments (IRS, Child Support, etc.)
- Review and work with department heads to ensure appropriate leave information has been calculated and entered.
- Monitor payroll data for discrepancies or unusual occurrences to ensure accuracy and maintain correct information. Ensure all employees are accounted for and time sheets are accurate, reflecting hours worked. Communicate with department heads to verify overtime or missed hours, both paid and unpaid.
- Create initial payroll data for new hires based on withholding options and enter into the payroll system and create employee payroll/insurance files.
- Maintain DOT CDL driver information folders. Coordinate drug and alcohol screens.
- Review and update pay data based on employee raises or changes in their status or withholdings to include adding dependents or changing benefit options.
- Help coordinate Open Enrollment annually.
- Review invoices as received, and work with all departments to ensure clarity of items purchased.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

Good written and oral communication and ability to communicate with all levels of employees.

Must possess strong time management skills and ability to multitask.

Must be accurate in complex calculations, deadline-oriented, and able to analyze and problem solve under pressure.

Must be able to work with limited direction in a fast-paced environment, which includes assessing a situation or problem and being able to take appropriate action.

Understanding of IRS, FLSA, DOL, SSA and all other state and federal rules and regulations as they pertain to payroll.

Understanding of payroll best practices and calculations.

Must be computer literate, and able to operate office equipment (copier, scanner, phone, printer, shredder)

Minimum Qualifications:

High School Diploma

Two years' experience with an integrated payroll system

Physical Demands:

Must be able to occasionally bend, stoop, climb a ladder, squat and reach overhead. Some lifting over 10lbs, up to 20lbs.

Frequent walking and standing, constant sitting with repetitive hand motion, hearing and listening.

Drug Test and Background check required.

Regular work schedule is Monday – Friday; 8:30-5:00

EMAIL YOUR APPLICATION AND RESUME TO: jgierisch@co.concho.tx.us



CONCHO COUNTY EMPLOYMENT APPLICATION

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or handicap. The information requested will not be used to discriminate against any qualified applicant or employee.

CONCHO COUNTY
An Equal Opportunity Employer

Be sure that the Treasurer's Office/Human Resources Department receives your completed application.

INSTRUCTIONS: All applications for employment with Concho County must be made on this form. Consider each question carefully. YOU MUST ANSWER ALL QUESTIONS. If a question is not applicable, enter "N/A". Please print legibly. Resumes will be accepted as additional information, but not in place of a completed application.

Last	First	Initial	Social Security Number:
Name:			Today's Date: (mm/dd/yyyy)
Position Desired:			
Street Address:		City	State Zip
Phone Number:	Area Code	Number	Driver's License Number: State Number <small>(If job you're applying for requires one)</small>
<p>YES NO Please attach additional information, if needed, to answer details of the following questions.</p> <p><input type="checkbox"/> <input type="checkbox"/> Can you submit proof of age, if hired? All applicants must be at least 18 years of age (21 if applying for a deputy sheriff position).</p> <p><input type="checkbox"/> <input type="checkbox"/> Have you ever been convicted of a felony? If YES, give details: _____</p> <p><input type="checkbox"/> <input type="checkbox"/> Are you legally eligible to work in the U.S.? (Verification will be required if hired).</p> <p><input type="checkbox"/> <input type="checkbox"/> Are you related by blood or marriage to any CONCHO COUNTY employee/official? If YES, give name and relationship: _____</p> <p><input type="checkbox"/> <input type="checkbox"/> Have you previously been employed by Concho County? If YES, answer the following: When: _____ Position: _____ Reason for leaving: _____</p> <p><input type="checkbox"/> <input type="checkbox"/> Are you currently employed? May we contact your current employer? _____</p> <p><input type="checkbox"/> <input type="checkbox"/> Have you made an application before? If YES, when: _____</p> <p>Date available to begin work: _____ Starting salary desired: _____</p>			

EDUCATION

	Name and Location	Major Subject(s)	No. of Years Completed	DIPLOMA Degree
High School				
College				
College				
Graduate School				
Other (Trade, business, or professional school):				
Other course work applicable to this type of work:				

U.S. MILITARY SERVICE

Number of years served:	Branch of Service:	Rank at discharge:
Duties:		
<p>YES NO</p> <p><input type="checkbox"/> <input type="checkbox"/> Are you a member of the National Guard or Reserve? <input type="checkbox"/> Active <input type="checkbox"/> Inactive</p> <p><input type="checkbox"/> <input type="checkbox"/> Do you anticipate any active duty, including reserve training, in the future?</p>		

Start with your present or most recent job (including military service). Provide employer information for the last 10 years and any other work history you feel is relevant. Attach additional sheets, or extra copies of this page, if necessary.

PREVIOUS EMPLOYMENT

(1) Present or most recent employer		Phone	Area Code	Number
Address:		City		State Zip
Job Title:		Supervisor's Name		
Dates Employed:	Starting Salary:	Ending Salary:		
From:	To:			
Reason for leaving:				
Your duties:				

(2) Previous employer		Phone	Area Code	Number
Address:		City		State Zip
Job Title:		Supervisor's Name:		
Dates Employed:	Starting Salary:	Final Salary:		
From:	To:			
Reason for leaving:				
Your duties:				

(3) Previous employer		Phone	Area Code	Number
Address:		City		State Zip
Job Title:		Supervisor's Name:		
Dates Employed:	Starting Salary:	Final Salary:		
From:	To:			
Reason for leaving:				
Your duties:				

LICENSES / EQUIPMENT / MACHINES OPERATED *Attach additional sheets if necessary.*

Computers, Office Equipment:		Typing (wpm):
Licenses (CDL, electrician, etc.):		
Heavy / light equip., machinery:		
Mechanical, repair experience:		
Special skills / training (welding, etc.):		
Other:		

PRE-EMPLOYMENT STATEMENT *Please read the following carefully, then sign and date where indicated.*

I authorize Concho County to make any inquiries they desire regarding my education, employment, ability, habits, and personal character for the purpose of determining my fitness for employment. I also authorize previous employers or any other persons to whom the county may refer to give any and all information regarding my employment or scholastic record together with any information personal or otherwise and I hereby release such persons and any companies they represent from all liability or any damages whatsoever in connection with their compliance. I understand that misrepresentation or omission of any fact or circumstance called for in this application which would affect my application unfavorably or receipt of unsatisfactory references will be sufficient cause for termination without liability. This application is not an employment contract and is not intended to create contractual obligations of any kind. Neither the county nor its employees are bound to continue the employment relationship if either chooses at its will to end the relationship at any time. All employment is at will and the relationship cannot be modified unless in writing.

Applicant's Signature _____ Date _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

CONCHO COUNTY
Voluntary EEO Self-Identification Form

In an effort to comply with requirements regarding government record keeping, reporting, and other legal obligations which may apply, we invite you to complete this Voluntary EEO Self-Identification form. Providing this information is strictly voluntary. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

Name	Date
Position	
Department	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Ethnicity: (Check all that apply) <input type="checkbox"/> Asian/Pacific Islander All persons having origins in any of the original peoples of the Far East, Indian Subcontinent, Southeast Asia or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa. <input type="checkbox"/> Black All persons having origins in any of the black racial groups of Africa. <input type="checkbox"/> Hispanic All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture/origin, regardless of race. <input type="checkbox"/> American Indian/Alaskan All persons having origins in any of the original peoples of North America. <input type="checkbox"/> White All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.	