



HAYS COUNTY JOB POSTING

Job Title	Treasury Associate – Emergency Rental Assistance	Job Number	620-0077-072721
Department Head	Hays County Treasurer	Date Open	July 27, 2021
Salary Range Minimum	\$15.20 Hourly	Application Deadline	Until Filled

Hays County has received funding from the U.S. Department of the Treasury to provide financial assistance in the form of rent and utility assistance to income eligible households that have been negatively impacted by the COVID-19 pandemic. This position will be funded through the federal funds available for this program until the program is complete, or funds have been exhausted.

In order to be considered for employment with Hays County submit the following documents:

- Hays County Application
- Cover Letter
- Resume

Find Hays County Employment Applications at:

- Hays County website – www.hayscountytexas.com
- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from amanda.cowan@co.hays.tx.us via email

You may submit your application documents in any of the following ways:

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666 • Fax: 512-393-2227
- Email: amanda.cowan@co.hays.tx.us

Education and/or Experience

- Requires some college, Associates degree in bookkeeping or closely related field or equivalent experience.
- Requires two years full-time experience in bookkeeping, or directly related work or any equivalent combination of experience and training.

Other Qualifications, Certificates, Licenses, Registrations

- Class C driver's license.
- Ability to maintain a good driving record.
- Bilingual preferred. (Spanish and English)

Responsibilities

- Administers the activities regarding bookkeeping and disbursements for the Emergency Rental Assistance Program.
- Follows established Treasurer's Office procedures and standards to record and calculate various data as needed.
- Follows established Treasurer's Office procedures and standards to perform various types of reconciliation and balancing tasks.
- Administers the various computer systems by troubleshooting problems.
- Resolves calculation discrepancies by contacting supervisors or other Hays County employees as needed.
- Follows established procedures and standards to perform various functions on the county's financial software system including posting information, printing various reports to use to find mathematical discrepancies, and data entry.
- Maintains anti-fraud and operational control procedures.
- Balances source data with computer print outs for verification of various types of data.
- Creates and maintains a working excel spreadsheets for various items.
- Scans and maintains electronic files and documents.
- Assures services meet quality and timeliness standards.
- Assures prompt attendance.
- Organizes and prepares checks for release.
- Verifies the completeness of various forms. Contacts employees to resolve discrepancies.
- Assists the Assistant Treasurer as needed by providing information and reports/records as requested by the public and employees.
- Audits weekly accounts payable invoices verifying accuracy and procedural compliance.
- Stamps invoices and distributes weekly accounts payable checks with appropriate enclosures.
- Communicates all changes and unusual activities to Treasury Services Manager.
- Performs other duties as required.

Summary

Under general supervision, the Treasury Associate for the County Treasurer's Office performs a variety of administrative and accounting support functions for the County Treasurer's staff. The Treasury Associate provides bookkeeping services related to the Emergency Rental Assistance Program for Hays County. The work involves assisting the Treasury Services Manager in essential treasury functions. The work requires resolving technical issues related to the Treasurer's office computer systems. This position affects the accuracy, reliability and acceptability of further processes and services.

Individuals in this position serve at the pleasure of the current elected official.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.