

NYE COUNTY EQUAL EMPLOYMENT OPPORTUNITY

Deputy Treasurer II

Treasurer

Nye County

Under the direction of the Nye County Treasurer, responsible for receipting, posting, and depositing County taxes and other income collections; keeping all records and files up-to-date; assisting with check printing and distribution; processing reports and wire or ACH payments to outside entities.

This is the journey level in the class series, fully competent to perform a variety of responsible receipting, reconciliation, and reporting to other agencies, including all of the duties of the Deputy Treasurer I. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Job Responsibilities:

- Perform all the functions of the Deputy Treasurer I
- Process payroll ACH payments
- Clear checks and wires and reconcile deposits with bank statements; distribute daily deposit information to the correct departments
- Process and monitor stop payments of checks
- Prepare and approve outgoing wire and ACH payments
- Verify and print Tax Receiver refund checks
- All aspects of preparing and sending monthly and quarterly reports and payments to the State and School District
- All aspects of room tax collections and reporting
- Track and report unclaimed property to the State
- May conduct public meetings in conjunction with trust property auctions

Job Requirements:

- Graduation from high school or equivalent to a G.E.D.
- Any combination of training, education, and experience that would provide the required knowledge and abilities.

Nye County requires a pre-employment drug screen through a designated facility. Employment is contingent upon successful completion of this process.

Pay Rate: \$22.18/ Hour

Benefits: Nye County offers an attractive benefits package including 100% County paid medical, dental, vision, and life insurance for the employee, 10 hours paid sick and 10 hours paid annual leave accrued monthly, Eleven (11) paid holidays, Nye County participates in the Public Employees Retirement System (PERS) and contributes 100% of the employee contribution.

Applications must be received by the deadline. Postmarks are not accepted. Resumes are accepted when attached to a completed application. Applications returned without the required documentation or not filled out completely **will not** be considered. Applications may be obtained and returned to the following: NYE COUNTY HUMAN RESOURCES Departments: P.O. Box 3400, 101 Radar Road, Tonopah, NV 89049 or 2101 E. Calvada Blvd., Suite 150, Pahrump, NV 89048. Applications may also be obtained by emailing human_resources@co.nye.nv.us or can be downloaded from www.nyecounty.net. Nye County is an Equal Opportunity Employer; applicants requesting accommodation under the ADA should contact Human Resources. Please call (775) 751-6301 with any questions. **Deadline: August 23, 2021 @ 5:00 p.m.**