

# Van Zandt County



Kenny Edwards  
County Treasurer

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Canton, Texas 75103

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The Van Zandt County Treasurer's Office is advertising for the following position:

**JOB TITLE: Deputy Treasurer**

## **General Summary:**

Performs advanced clerical work in areas such as bookkeeping, payroll, purchasing, and accounting work. Work under minimal direction. Work involves receiving, keeping, accounting for, and disbursing all monies belonging to the county.

## **Essential Job Functions:**

- Work involves compiling and tabulating data, checking documents for accuracy, handling and transporting documents and maintaining files. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.
- Prepares payment requests for Treasurer's approval on all accounts payable
- Disburses fees to appropriate state offices
- May receive, maintain accountability for, and forward payments to the appropriate agency staff
- In absence of Treasurer assists in transfer of funds as needed
- Bank reconciliations at end of month
- Attend Commissioners' Court when Treasurer is out of office
- May open and distribute incoming mail and prepare mail-outs
- Perform related work as assigned.

## **General Qualification Guidelines:**

Minimum of two (2) years' experience in accounting and/or auditing required.  
Position is full time with paid health and life insurance benefits.

**Salary:** Up to \$26,600 annually, based on experience

**Closing date:** until filled

Please send or drop off a current resume and cover letter to  
[dmaucieri@vanzandtcountry.org](mailto:dmaucieri@vanzandtcountry.org) or mail to address below.

Dan Maucieri, Human Resources Director, Van Zandt County  
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