

**Denton County Treasury Department**

Population= 500,000  
# of employees= 1,600

# Of Positions	Position	Annual Salary Range	Duties
1)	Treasurer	\$106,365	
2)	Assistant County Treasurer (Payroll)	\$71,854.00-\$107,779.00	Supervises department employees Analyses Treasury activity for cash mgt. and investment portfolio Performs bank reconciliations Creates data files/uploads to bank for payroll/AP processing Oversees county payroll Performs other related duties as required
3)	Financial Analyst	\$51,230.00-\$76,846.00	Creates, maintains, and analyzes revenue and expense report to determine real time cash position Compiles, reviews, and analyses daily financial information. Examines and assesses economic and market trends to determine suitable investment strategies. Oversees assets under management in the investment portfolio Manages Jury Payments Monitors county bank accounts Performs other related duties as required
4)	Financial Support Specialist I	\$31,905.00-\$47,857.00	Answers telephones/ greets visitors and provides information Data entry Processes ingoing/outgoing mail Verifies daily deposits, makes deposits for checks/cash, and runs accounts payable checks Assist with coding sick. Vacation, personal, and comp time as necessary Orders and stocks supplies as necessary Assist employees with filling out forms Performs other related duties as required
5)	Payroll Supervisor (Payroll)	\$51,230.00-\$76,846.00	Oversees all aspects of payroll processing Produces department benefit reports as necessary Oversees employee garnishments Researches changes in payroll law/ applies changes Produces and distributes reports on payroll deductions Produces, reviews, and maintains payroll balance sheets and summaries Performs other related duties as required
6)	Administrative Specialist III (Payroll)	\$34,139.00-\$51,203.00	Processes payroll for employees, enters time sheet data into payroll system Sends payroll notices and prints checks and check stubs Prepares benefit reports Assist with questions on time sheets , assures employees understand payroll process Enters employee changes as necessary, ensuring accuracy.