

DESCHUTES COUNTY TREASURER RESPONSIBILITIES

(April 2023)

RESPONSIBLE FOR THE INVESTMENT PORTFOLIO:

1. Designated by the Board of County Commissioners as the primary investment officer. (CFO designated as secondary investment officer.)
2. Makes investment decisions based on the holdings within the portfolio, pooled cash available and investment timeline.
3. Collaborates with investment brokers/dealers in purchasing long and short-term investments.
4. Align with CFO on forecasting cash inflows/outflows to match with investment timelines.
5. Coordinates broker/dealer relationships and safekeepers.
6. Coordinates the County Investment Advisory Committee, chairs bi-annual meetings.
7. Reviews daily, monthly, and annual reports prepared by the Finance Department and submits to Board.
8. Presents monthly reports and economic updates to the Board of County Commissioners.
9. Ensures funds are invested in accordance with the County's Investment Policy as well as Oregon Revised Statutes. Provide on-going management of existing investment pool to ensure performance while maintaining acceptable credit quality.

RESPONSIBLE FOR PROPERTY TAX DISTRIBUTION:

1. Approves distribution of all property taxes collected by the Tax Collector's office to the taxing districts within the County.
2. Within five business days of receiving a statement from the Tax Collector, approves amount of money distributed to the taxing units according to the ratios provided in ORS 311.390.
3. Distributes interest earned on funds in the unsegregated tax collections account at least as often as the treasurer receives a statement from the tax collector.

RESPONSIBLE FOR REVIEWING PROPOSED LEGISLATION:

1. Analyzes State and monitors Federal legislation related to the Treasurer responsibilities to determine the impact on the County.
2. Assists in preparing and documenting the County legislative responses and recommendations to the Board of County Commissioners.

RESPONSIBLE FOR GENERAL BANKING SERVICES RELATIONSHIPS:

1. Acts as chief liaison between the county and general banking services providers, including merchant services providers.
2. Reviews the services, benefits and costs of all services offered by banks and other third-party vendors and makes recommendations to CFO.
3. Reviews bank accounts for appropriate account structure (including additions/deletions) and accounts with the State Treasury Investment Pool.
4. Ensures all funds are safeguarded through the Public Funds Collateralization Program (ORS 295).
5. Reviews the account analysis statement for services provided, volumes processed, charges assessed and earnings credit calculation, and resolves any discrepancies.

RESPONSIBLE FOR THE COUNTY'S PCI COMPLIANCE PROGRAM:

1. In partnership with the IT Department, responsible for the implementation and sustainability of the County's compliance program for Payment Card Industry Data Security Standard (PCI DSS).

2. Works with departments, including the IT Department, on Point-of-Sale (POS) devices, Merchant Identifications (MIDs), apps and contracts to ensure PCI compliance, and makes recommendations to CFO.
3. Provides expertise as needed in gateway reviews for new software and PCI compliance, including the IT Department when necessary.
4. Leads ongoing PCI awareness program.
5. Collaborates with the IT department to ensure that the payment solutions and their associated PCI compliance requirements for cardholder data are achievable and in adherence to the standards.

RESPONSIBLE FOR COMMUNITY ENGAGEMENT:

1. As an elected Treasurer, actively attend community events as a representative of the Deschutes County Treasurer's Office.
2. With regards to the Treasurer's Office work closely with other community leaders in both the public and private sectors to maintain and develop strong relationships within the county.