

City Treasurer Position Description

Department: Administration
Reports To: Mayor
Salary Range: \$3740.00 - \$4.592.00
Effective Date: TBD

General Function

Provides support to the Mayor, City Council, Committees, and City staff. The City Treasurer provides financial oversight, planning and administrative duties as they relate to the management of the City's finances.

Essential Duties and Responsibilities

- Coordinates and supervises all City activities related to finance, accounting, budgeting, and related financial policy transactions.
- Works with department heads to develop, implement, and administer the annual budget.
- Administers annual audit functions.
- Administers City banking, investment, and debt policies.
- Manage the City's finances to provide for bonded debt service for general obligation bonds, revenue bonds, and local improvement district bonds.
- Prepares and maintains financial, accounting, audit, and related records, reports, documents, correspondence, databases projections, and information files.
- Provides financial and accounting services and expertise to other City departments and agencies.
- Develops and implements department policies and procedures relating to City finances.
- Performs complex accounting procedures to reconcile City accounts and financial records with outside state and federal agencies, banks and financial institutions, and regulatory agencies.
- Provides financial reports, audits, and financial assistance as requested to City departments and agencies.
- Maintains official records for the City in role as City Treasurer.
- Manages special projects and programs as assigned by the Mayor.
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.
- Administers payroll, retirement, medical, taxes (W-2) and maintains associate records.
- Maintains City personnel records.
- Provide front office support to the Clerk and Deputy Clerk when needed.

Other Duties and Responsibilities

- Performs other related duties as required.
- Research grant opportunities, develop effective proposals and submit application within deadlines.

Knowledge, Skills and Abilities

Knowledge of:

- Method, procedures, objectives, and standard practices of financial planning and management, accounting, and financial functions and practices.
- Municipal budgeting and expenditure principles and practices.
- Applicable federal and state laws and regulations pertaining to municipal finance operations.
- Applicable Accepted Accounting Principles related to the creation and maintenance of City accounting and financial practices, methods, records, and documentation.
- Applicable State Governmental Accounting, Auditing, and Financial Reporting requirements and standards.
- Principles and procedures of financial record keeping and reporting.
- Principles and methodology of project management.
- Time and resource management.
- Operation of standard office equipment and a personal computer and job-related software applications for word processing, spreadsheets, and other required applications.
- Current office practices and procedures.
- City and state laws.
- Researching grant opportunities, grant writing procedures, and the application process.

Ability to:

- Follow written and oral instruction.
- Prepare and administer a municipal budget.
- Prepare and maintain City financial records and documents to applicable BARS standards.
- Manage the operations of the finance department.
- Prepare clear and concise reports.
- Analyze financial data, reconcile accounts, and prepare reports.
- Establish and maintain effective working relationships with other City employees, the Mayor and Council, and the public.
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties.
- Communicate effectively both orally and in writing.
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner.
- Perform time management and scheduling functions, meet deadlines, and set project priorities.

Acceptable Experience and Training

- College degree in accounting, finance, business, or a related field.
- Five (5) years financial management experience, to include supervisor experience, preferably with a government organization. and
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Certified Public Accountant preferred.
- Certified Municipal Treasurer preferred.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person.
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate, and prepare a variety of written/typed documents and text materials.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including a personal computer, and operate a motor vehicle.
- Sufficient personal mobility, flexibility, agility, and balance, with or without reasonable accommodation, which permits the employee to sit and work at a keyboard for an extended period, lift up to 25 pounds, and work in an office environment.