



# City Treasurer

Established Date: March 28, 2018

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## SALARY RANGE

\_\_\_\_\_ Hourly  
\_\_\_\_\_ Biweekly  
\_\_\_\_\_ Annually

### GENERAL PURPOSE:

Performs a variety of administrative, supervisory and professional duties related to the directing, controlling and monitoring of City revenues and expenditures.

### SUPERVISION RECEIVED

Works under the administrative guidance and direction of the Mayor and City Council.

### SUPERVISION EXERCISED

Provides general supervision to department staff through supervisors; may provide close supervision to employees in training.

### ESSENTIAL FUNCTIONS:

Receives, processes, and accounts for all City revenue generated through a variety of City programs; monitors the status of City funds to insure availability of adequate money supply.

Determines City financial needs and identifies idle funds; examines investment options and invests idle funds to maximize usage of public taxes and employee contributions; utilizes long-term and short-term investment opportunities to accomplish fiscal management programs.

Monitors City expenditures and balances accounts; follows complex accounting procedures in the process of recording fiscal activity; prepares monthly, quarterly and annual reports identifying City financial condition and makes projections for the same as requested; reconciles all bank accounts; provides for City cash flow management; manages City investment portfolio; acts as financial advisor for City Departments.

Serves as custodian of City Bond Register and records payment of all bonds and coupons; receives money at counter or by mail and issues receipts for payment or deposit of taxes, swimming pool receipts, library receipts, violation fines, and utility receipts; prepares deposits and deposits revenue at bank(s); signs on all checking accounts.

Responsible for all payroll activities including timecard review, benefit time bank review, and direct deposit transfer.

Manages accounts payable function including data entry of vouchers, council approval of vouchers, and printing payable checks.

Signs City checks to release funds for payment; prepares legal advertisements pertaining to Local Improvement Districts, Business Improvement Districts and other capital improvement programs.

Develops and submits budget. Coordinates with outside auditor for annual audit and prepares documents as required.

Performs related duties as required.

**DESIRED QUALIFICATIONS:**

1. Education and Experience

- A. Graduation from college with a bachelor's degree in accounting, financial management, and/or municipal government investment experience;  
AND
- B. Three (3) years of municipal government accounting, financial management and/or municipal government investment experience;  
OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Thorough knowledge of State Laws and City Ordinances governing operations and practices of the City Treasurer's Office; thorough knowledge of banking practices; thorough knowledge of methods and procedures involved in the receipt and disbursement of large sums of money; working knowledge of local investment options and opportunities; working knowledge of principles and practices of public administration and office management; working knowledge of accounting principles and practices; working knowledge of the principles of supervision; some knowledge of municipal finance.

Ability to plan, lay out, supervise, and coordinate the work of a small staff of office employees; ability to make complex fiscal management decisions where there is little or no room for judgmental error; ability to communicate effectively, verbally and in writing; ability to develop effective working relationships with City Officials, Department Heads, Supervisors, subordinates, and the public.

3. Special Qualifications:

Must be bondable.

Must be able to become a Notary Public.

**WORK ENVIRONMENT:**

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain. Periodic walking, standing, sitting, reaching, required in normal course of performing essential duties. Talking, hearing and seeing essential to effective performance of the job. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

**DISCLAIMER:**

The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and go not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed with or without notice. This job description supersedes earlier versions.