

City Treasurer

Department: Administrative Classification: Part-time

FLSA Designation: Non-exempt

Salary Range: \$1,500 to \$2,000 per month

REPORTING RELATIONSHIPS

Position Reports to: Mayor and City Recorder

Positions Supervised: None

DISTINGUISHING FEATURES OF THE POSITION

The City Treasurer serves at the pleasure of the City Council and is responsible for the fiduciary welfare of the City including revenues, expenditures, practices and improvements.

FUNCTIONS & DUTIES

As City Treasurer:

- Answer Councilmember questions concerning city funds and budgets.
- Required to attend council meetings and others as indicated necessary by the City Council.
- Keep an accurate account of all funds received on deposit records and receipts.
- Keep an accurate, current accounting for all city accounts, posting to correct department accounts, vendors, ledgers and journals.
- Prepare and maintain reports relating to tax reporting, worker's compensation and other reports as required.
- Reconcile all bank statements and maintain adequate balances in all accounts.
- Reconcile city's financial computer program.
- Prepare monthly financial statements.
- Work with Mayor, City Council and department heads in preparing budget documents.
- Work closely and prepare documents for Independent Auditor on annual audit reports.
- Other duties as assigned.

QUALIFICATIONS

EDUCATION / CERTIFICATION:

- High school diploma required; Certified Public Accountant preferred.
- Be bondable.

REQUIRED KNOWLEDGE:

- Knowledge of public meeting laws of the State of Utah.
- Knowledge of generally accepted accounting principles.
- Knowledge of basic parliamentary procedures.
- Knowledge of the City's codes, policies, and procedures.
- Knowledge of the Utah's records retention laws
- Knowledge of all employee benefits.
- Knowledge of state budgetary requirements.

EXPERIENCE REQUIRED:

- A minimum of three (3) years of experience.

SKILLS / ABILITIES:

- Skill in computer literacy and experience in operating Caselle, Microsoft Office, word processing, and spreadsheets.
- Skill in communicating effectively, both orally and in writing.
- Skill in working effectively and comfortably with other people.
- Must be able to pass a pre-employment drug screening test.
- Skill in preparing and processing records for long term storage.
- Requires moderate independent decision making/interpretation within duties of daily operations within a functional area.

WORKING CONDITIONS:

- Working conditions may vary.
- Work is typically performed in an air-conditioned office.
- No significantly hazardous conditions exist.