

City Treasurer

DEPT:	Finance	FLSA:	Exempt
DIV:	Accounting	EEOC:	Admin Support
DATE:	July 2016		



POSITION SUMMARY

Performs a variety of **administrative, first-line supervisory and technical duties** related to controlling the receiving, receipting and investing of city funds. Supervises and manages utility billing and collection functions. Serves as custodian of the city treasury. This position is designated as at-will.

SUPERVISION RECEIVED

Works under the general supervision of the Mayor, City Administrator or Finance Director.

SUPERVISION EXERCISED

Provides close to general supervision to Senior Customer Service Representative and Customer Service Representative(s) II and I.

ESSENTIAL FUNCTIONS

Functions as a member of the city management team; assists finance director in establishing departmental goals and objectives; attends senior staff meetings and participates in citywide decision making processes.

Coordinates city-wide budget process; assists various department heads in the analysis and development of budget proposals; evaluates the adequacy of established service fees and recommends changes; assists with various fiscal administration and review projects, works with external auditors and prepares audit work documents; reviews various system entries to verify accuracy for GAAP reporting.

Establishes methods and systems for the management of the city treasurer's office; organizes the office processes, procedures, and methods as needed to assure compliance with legal requirements of the office of city treasurer as defined in Utah Code, Title 10; establishes policies as custodian of all money, bonds, or securities; directs the receiving, receipting and investment of city revenues including money received from taxes, licenses, fines, special assessments and intergovernmental sources; issues summary reports verifying receipt of revenues as required.

Supervises clerical personnel involved in the day-to-day process of issuing utility billings and receiving and receipting payments; oversees and participates in the data entry of utility readings; assures accuracy and quality of related record keeping functions through review and work sample auditing; monitors meter data for unusual variations; evaluates staff performance and makes decisions effecting employment status, i.e., advancement, retention and discharge.

Responsible for all public funds; acts as custodian of all moneys, bonds and securities and maintains accurate and detailed account of the same; makes payment of bonds and interest coupons until fully paid; assures proper filing of canceled bond coupons; collects special taxes and assessments as provided by law and ordinance; maintains record of collections.

Invests idle City funds in accordance with State laws and regulations; assures secure and safe keeping of investment certificates; prepares monthly money management report; assures investments comply with established law; reconciles investment fund with general ledger.

Analyzes bank transactions; monitors city cash flow; assures availability of sufficient funds to cover city financial needs and issued checks; makes fund transfers as needed; signs city checks; prepares daily reports showing cash receipts and monitors running daily balance.

Coordinates utility billing and revenue collection functions with public works and community development managers and supervisors as needed; cooperates as needed to create solutions to mutual problems or concerns; oversees the collection of revenues from the sale of business licenses, building permits, etc.; assures proper receipting, posting and tracking of related accounts; balances daily collections with receipts and deposits into bank accounts.

Identifies delinquent accounts, appraises customers of pending actions, develops payment plans, and adjusts accounts according to payment agreements; monitors account activity, initiates collections on delinquent accounts; issues late notices; initiates utility connection changes; issues shut off notices.

Supervises and manages day-to-day functions of the customer service staff; assists clerks with customers at counter and on the phone regarding city business; takes and receipts payments; oversees the receiving and depositing of all money payable to the city; certifies that all revenues are properly receipted; verifies money collected by various city departments and assures proper deposits.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with an associate degree in accounting, finance or related field;

AND

B. Six (6) years of experience performing above or investment related duties, utility billing, accounting, or budgeting; two (2) years of which must have been in a lead or supervisory capacity;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of municipal investment practices and options; laws and regulations governing receiving, accounting and investment of municipal funds; city utility billing procedures; municipal and uniform accounting principles, practices and procedures; bond requirements and special district procedures; municipal organizations and department operations including applicable laws and regulations; the Uniform Municipal Fiscal Procedures Act. **Working knowledge of** municipal accounting principles (GAAP), practices and procedures; internal control principles and methods of application; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources; general office maintenance and practices; computer accounting applications and various software programs; business and technical writing; operation of standard office equipment; mathematics related to investment and finance; interpersonal communication skills and telephone etiquette; public relations.

Ability to analyze a variety of financial problems and make recommendations; analyze complex accounting problems and make standard adjustments; operate various types of standard office equipment such as typewriter, 10 key calculator, keyboard, etc.; operate personal computer (DOS) in utilizing various programs to produce or compose formal documents, reports and records, charts and graphs; communicate effectively verbally and in writing; develop effective working relationships with supervisors, fellow employees, the public, and subordinates; supervise, evaluate, motivate and discipline subordinates.

3. Special Qualifications:

Must be bondable to a dollar limit prescribed by statute.

Preference in recruitment shall be given to applicants who are certified municipal treasurers.

4. Work Environment:

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, and may involve minor muscular strain. Job functions normally require talking, hearing and seeing. 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 do 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 without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)