



## JOB POSTING

### Brian Head Town is now accepting applications for **TOWN TREASURER/HUMAN RESOURCES OFFICER**

**Opening Date:** 9/30/2019

**Closing Date:** Open until filled (will begin reviewing applications 10/25/19)

**Salary:** \$21 - \$31 hourly (DOE)

**Status:** Full-time regular, non-exempt

**Department:** Administration

Brian Head Town seeks qualified applicants to serve as the Town Treasurer/Human Resources Officer. This unique opportunity provides unmatched quality of life in a relaxed mountain town atmosphere while still offering varied and interesting work content and competitive pay.

Under the direction of the Town Manager, the Town Treasurer oversees and performs a variety of technical and administrative duties related to managing public finances. These duties include cash management, accounts receivable, accounts payable, budgeting, payroll, investments, etc. In addition to financial responsibilities, the Treasurer serves as the human resources officer, overseeing personnel action, recruitment, benefits administration, risk management, etc. The successful candidate will have excellent interpersonal skills, impeccable integrity, and the ability to work effectively with limited supervision.

Requires a bachelor's degree in finance, accounting, public administration or related field and three to five years of direct experience (or equivalent combination of education and experience). Salary range is \$43,400 to \$65,100, negotiable depending on experience. Benefits package includes health insurance, dental, vision, and retirement. Applications and a complete job description can be found at [brianheadtown.utah.gov](http://brianheadtown.utah.gov). A completed application and resume should be submitted to Cecilia Johnson ([cjohnson@bhtown.utah.gov](mailto:cjohnson@bhtown.utah.gov)). Brian Head Town is an Equal Opportunity Employer.

### **A little more about Brian Head...**

Brian Head Town is an alpine resort community located in the mountains of Southern Utah about 30 miles east of Cedar City. The primary local economic driver is outdoor recreational tourism. Brian Head is known regionally as a family-friendly ski resort destination for visitors from Las Vegas and Southern California. The permanent population of the Town is around 100 residents, but there are over 1400 dwelling units in Town, the vast majority of which are vacation homes and condos. Most of the workforce lives a short commute away in nearby Parowan. At an elevation of 10,000 feet, Brian Head is where the red rock canyons, arches, and monoliths of Southern Utah meet the powdery slopes, mountain meadows, and glowing aspen groves of Northern Utah. There is enough hiking, mountain biking, skiing/snowboarding, snowmobiling, camping, backpacking, fishing, hunting, snowshoeing, OHV, etc., to set up even the most avid outdoor enthusiast for life.





## BRIAN HEAD TOWN

### JOB DESCRIPTION/CLASS SPECIFICATION

**Title:** Town Treasurer / Human Resource Officer  
**Department:** Administration

#### **GENERAL PURPOSE:**

Performs a variety of administrative and technical clerical duties related to controlling and receiving, receipting and investing of Town funds. Supervises and manages financials, payroll and serves as custodian of the Town treasury and Human Resource Officer for new employee hires, employee insurance and retirement accounts. Also assists in creation of annual budget. Performs financial and management analysis as directed by the Town Manager.

#### **SUPERVISION RECEIVED:**

Works under the general supervision of the Town Manager.

#### **SUPERVISION EXERCISED:**

None

#### **EXAMPLES OF DUTIES:**

The Treasurer is the custodian of all money, bonds, or other securities of the Town and shall comply with the requirements of the Uniform Fiscal Procedures Act for Utah towns. Examples of duties include but are not necessarily limited to:

Finance:

- **Accounts Receivable** – Receipts all public funds and monies payable to the Town; keeps an accurate detailed account of all monies received as directed by state law and the Town Manager; collects all special taxes and assessments as provided by law and ordinance; directs the receiving, receipting and investment of Town revenues including money received from bonds, taxes, licenses, fines, special assessments and intergovernmental sources; issues summary reports verifying receipt of revenues as required.
- **Investments** - Determines the cash requirements of the Town and provides for the investment of all monies by following the procedures and requirements of Title 51, State Money Management Act.
- **Budget preparation and budget monitoring** – Prepares monthly budgets reports for Town Council and reconciles budgets monthly; assists the Town Manager in the preparation and presentation of the annual budget.
- **Bank Reconciliation** – Reconciles all bank statements each month (general checking & PTIF accounts).
- **Grants** – Attends required grant workshops; organizes, prepares and submits grant applications (with help from department-heads and engineer); receipts and monitors



grant funding and loan awards; prepares and submits necessary reporting to draw down grant funding.

- **Utility Billing** – Responsible for mailing out utility bills each month and setting up new accounts as needed; receipts all monies received from utility bills; responds to questions from the public regarding utility billing.
- **Transparency** – Prepares and submits quarterly transparency reports as required by the Utah Transparency Act.
- **Bond Compliance** – Follows through with bond compliance matters, including the preparation of continuing disclosure reports.
- **Annual Reporting** – Prepares the following annual reports: 1) Impact Fee Report; 2) Unclaimed Property Report; and 3) Continuing Disclosure Report; assists an independent auditor in the preparation of the Consolidated Annual Financial Reports.

#### Human Resources:

- **Payroll** - Coordinates payroll to include preparing timecards, entering accurate information to create pay checks, and pays state and federal withholding tax.
- **Benefits Administrator** - prepares and maintains retirement records, health insurance benefits, workers compensation, disability reports, and quarterly reports.
- **Recruiting** – Assists the Town Manager and department heads in recruiting department personnel; ensures that proper and legal procedures are followed in hiring practices.
- **Personnel Action** – At the direction of the Town Manager and in accordance with the Town Personnel Policies & Procedures, carries out personnel actions such as promotion and discipline; monitors and administers employee evaluation and rewards programs.
- **Compensation Analysis** – Maintains accurate and up-to-date job descriptions and market pay data for annual compensation analyses.
- **Risk Management** – Serves as the Town’s Safety Officer and oversees monthly safety meetings and trainings for employees; works with 3<sup>rd</sup> party insurers to maintain appropriate levels of coverage and to handle claims.
- **Employee Wellness** - Oversees Town’s wellness program and leads Wellness Council meetings.

#### **MINIMUM QUALIFICATIONS:**

##### EDUCATION AND EXPERIENCE

Bachelor’s degree in accounting, finance, public administration or related field (significant specialized training provided through public finance workshops, seminars and academic curriculum – such as those offered by Government Finance Officers Association – may be considered in lieu of degree requirement);

**AND**

Three (3) to Five (5) years of progressively responsible experience directly related to the above related duties;

**OR**

Any equivalent combination of experience and education.



**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of and experience with:

- Municipal investment practices and options
- Laws and regulations governing receiving, accounting and investment of municipal funds
- Municipal and uniform account principals, practices and procedures
- Bond requirements and special district procedures
- Municipal organizations and department operations including applicable laws and regulations
- Uniform Municipal Fiscal Procedures Act
- Municipal accounting principles (GAAP), practices and procedures
- Internal control principals and methods of application
- Public budgeting accounting and related statistical procedures
- Various revenue sources available to local governments including state and federal sources
- Computer accounting applications and various software programs (primarily Excel, preference for experience with Pelorus)
- Business and technical writing

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
- Operate personal computer in utilizing various programs to produce or compose formal documents, reports charts and graphs
- Communicate effectively verbally and in writing
- Develop effective working relationship with supervisors, fellow employees, the public and subordinates.

**SPECIAL QUALIFICATIONS:**

Must be bondable to a dollar limit prescribed by State statute. Preference in recruitment will be given to applicants who are a Certified Municipal Treasurer (CMT) or Certified Municipal Financial Advisor (CMFA). Must be a Notary Public or be able to become a Notary Public within 6 months of hire.

**WORK ENVIRONMENT:**

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sifting, reaching, not generally involving muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand and finger dexterity required for most essential functions. Mental application utilizes memory for detail, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

