



**Position:** City Treasurer  
**Department:** Finance  
**Job Class:** Permanent Full time  
**Job Closes:** April 10, 2019 at 5:00 pm

**Effective date:** March 21, 2019

**Pay scale:** \$ 24.61per hour

Performs a variety of **administrative and** technical duties related to the City Treasurer functions. Serves as custodian of the city treasury. Performs the payroll function of the city. Provides support for the preparation of the City budget and annual audit report.

SUPERVISION RECEIVED

Works under the general supervision of the Finance Director

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS:

**Treasurer:** Assures compliance with the legal requirements of the office of city treasurer as defined in Utah Code, Title10; establishes policies as custodian of all money, bonds, or other securities of the city; directs the receiving, receipting and investment of city revenues.

Receives all public funds and money payable to the city, including all taxes, licenses, fines, and intergovernmental revenue; issues summary reports verifying receipt of revenues as required; deposits all city funds in appropriate bank accounts of the city; keeps an accurate detailed account of all money received and collects all special taxes and assessments as provided by law and ordinance; assures timely payment of money due to special improvement districts (SIDS) annually.

Determines cash requirements of the city and provides for the investment of all money by following the procedures and requirements of Title 51, Chapter 7, State Money Management Act; assures secure and safe keeping of investment certificates; may calculate interest earnings; prepares monthly money management report; assures investments comply with established law; may reconcile investment fund with general ledger; may make general ledger entries.

Monitors city cash flow; makes daily deposits; assures availability of sufficient funds to cover city finance needs and issued checks; generates purchase orders, signs city checks; prepares daily reports showing cash receipts and monitors running daily balance; follows-up on returned checks; verifies funds on checks written to the city.

Provides support for the preparation of the City budget and annual audit report.

**Payroll:** Receives, reviews and processes payroll time sheets; files time sheets; prepares biweekly payroll; determines employee earnings, calculates employee withholdings (i.e., state taxes,

federal taxes, social security, retirement, and insurance); performs computer entries and operates computer programs to complete payroll process and prints payroll checks; maintains year-to-date records of wages, deductions, taxes and benefits.

Maintains computerized payroll records showing employee pay rates, withholding allowances, benefit deductions, and other authorized payroll withholdings; distributes withholdings to various accounts; coordinates and resolves payroll problems and questions; informs employees of policies, procedures, and practices affecting payroll.

Makes federal withholding tax deposits; reconciles and generates checks for payroll deductions/benefits with various private, state and federal agencies; creates correcting general ledger entries for payroll, benefit and withholdings.

Assures accuracy, completeness, and timely delivery of W-2's for tax purposes; prepares annual reports of payroll, retirement and disability insurance programs.

Prepares and processes various local, state, and federal reports as required; completes reports by hand or generates needed data via computer; submits reports to appropriate authority for final review; prepares monthly or quarterly financial reports and payments related to payroll including federal taxes, state taxes, unemployment compensation, state industrial insurance, retirement, credit union, COBRA, etc.

**Cash Receipting/Customer Service:** Performs as backup in receiving incoming telephone calls, takes messages or routes calls to appropriate personnel; provides general assistance to walk-in public; balances and closes daily cash, prepares daily reports. makes daily bank deposits, etc. Assists customers and directs them to appropriate departments.

Performs related duties as required:

**POSITION MINIMUM QUALIFICATIONS:**

1. Education and Experience:

Bachelor degree in accounting, finance, business administration or related field.

2. Knowledge, Skills, and Abilities

**Working knowledge of** municipal investment practices and options; laws and regulations governing receiving, accounting and investment of municipal funds; 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. Proficiency in Excel required.

**Some knowledge of** municipal accounting principles (GAAP), practices and procedures; internal control principles and methods of application; general office maintenance and practices; computer accounting applications and various software programs; operation of standard office equipment; mathematics related to investment and finance; interpersonal communication skills and telephone etiquette; public relations. Basic computer and accounting skills. Caselle knowledge is preferred. Excel knowledge is preferred. 10 key calculator knowledge.

**Ability to** analyze a variety of financial and/or accounting problems and make recommendations; work quickly and accurately with numbers; perform advanced mathematical computations; operate various types of office equipment such as adding machine, typewriter, etc.; work under time pressures in meeting deadlines; operate personal computer (Windows) 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.

3. Special Qualifications

Must be bondable to a dollar limit prescribed by statute.

Prior city government experience directly related to above duties or as a City Treasurer is preferred. Preference may be given to applicants who are certified municipal treasurers or certified municipal financial advisor (CMFA).

Work Environment

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, not generally involving 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.



Interested parties must submit an employment application. Applications may be obtained on-line at [www.mapleton.org](http://www.mapleton.org) or at the Mapleton City Office, 125 West 400 North, Mapleton, UT 84664. Applications will be accepted at the City Office, by email to [cbrown@mapleton.org](mailto:cbrown@mapleton.org) or mail to:

Camille Brown, City Recorder  
125 West 400 North  
Mapleton, UT 84664

**Mapleton City is an Equal Opportunity Employer & Provider**