



## Business Administrator/Treasurer

Salary Range: \$77,937.60 - \$128,169.60

Starting salary will generally start at lower end of salary range, DOQ

Position Type: Full Time

Opening Date: June 14, 2018

Closing Date: June 29, 2018 at 5:00pm

Interested candidates must complete and submit a Riverdale City application. Once a qualifying application is received, arrangements will be made to begin the interview process. Applications can be submitted online at [http://www.riverdalecity.com/departments/bus\\_adm/employment.htm](http://www.riverdalecity.com/departments/bus_adm/employment.htm)

### **GENERAL PURPOSE**

Performs a variety of professional, administrative, leadership and managerial duties in support of city operations.

### **SUPERVISION RECEIVED**

Works under the direction of the City Administrator.

### **SUPERVISION EXERCISED**

Provides general supervision to the Human Resources / Office Manager and staff; Facilities Custodial Coordinator and staff.

### **ESSENTIAL FUNCTIONS**

- Responsible for the custody of all public funds
- Administration of budget, fiscal operations, and customer services
- Supervises disbursement of all money and controls all expenditures
- Maintains custody of all the City's invested funds
- Coordinates all Information Technology communications for the City with service providers
- Leadership, guidance, and support for assigned staff
- Other duties as assigned

### **MINIMUM QUALIFICATIONS**

1. Education and Experience:
  - a. Graduation from college with a bachelor's degree in finance, accounting, business administration or a related field
  - b. And five to seven years of related experience
  - c. Or an equivalent combination of education and experience
2. Special Qualifications: Must be bondable.
3. Work Environment: Typical business office setting.
4. Preference for the ability to respond to IT users requests as first level of support.

**Veteran's Preference Points:** Applicants **MUST** submit a copy of their DD-214 with their application and **before** the closing date in order to receive veteran's points. This is for initial appointments only.

Riverdale City is an Equal Opportunity Employer. All applicants selected for employment with the city shall be required to take a drug and alcohol test with negative results and a background check as a pre-condition of employment.