



City Treasurer

Job Description

(last updated: 10/2018)

Department: Finance

Position Reports to: Finance Director

Pay Grade: 21

Employment Type: Full-time

Exempt/Nonexempt: Exempt

Description: This is a position appointed by the Mayor. Under the general direction of the Finance Director, supervises the functions of the City Treasury including supervision of Treasury staff, preparation and management of a budget, and the receipt, investment and accounting of all monies payable to the City.

- Duties:**
- Supervises the Treasury staff, the collection of delinquent accounts, and money tills.
 - Develops and administers cash-handling policies for all departments that handle money.
 - Supervises, trains and schedules staff assigned to Accounts Receivable Clerk positions.
 - Supervises customer connection and disconnection to City utilities and services.
 - Designs and implements internal controls to protect the City's cash.
 - Receives and keeps accurate and detailed records of all monies payable to the City, including all taxes, special assessments, utility fees, licenses, fines, forfeitures, grant monies, bond proceeds, etc.
 - Supervises the balancing of all daily money bags received from all City departments and programs.
 - Separates collections into the appropriate budget accounts, and prepares a daily summary sheet of monies received and budget account numbers to which monies are credited.
 - Imports and updates electronic payments.
 - Deposits monies into appropriate bank accounts daily.
 - Handles delinquent accounts including returned checks as prescribed by City ordinance, scheduling and organizing customer final notices and shut-off.
 - Under the direction of the Finance Director, invests all of the City's idle funds.
 - Signs, with the City Administer and/or Mayor, all checks issued by the City.
 - Supervises the collection of all special improvements and delinquent special improvement district accounts.
 - Responsible for all payroll functions and coordinating benefits with HR division of Administration.
 - Administers payroll benefits and files appropriate taxes and quarterly reports.
 - All other duties as assigned.

Qualifications: Must have a two year degree in accounting, finance, public administration, business or any directly related field, Bachelor's degree preferred. Plus Four (4) years experience in a related field required with at least two (2) years of supervisory experience. (Any combination of education or experience may substitute for the stated requirements.) Preference given to candidates with experience in managing payroll systems.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have a knowledge of Generally Accepted Accounting Principles and of investment procedures. Must have knowledge of Federal and Utah payroll regulations. Must be skilled in the use of office machines. Must be able to use a computer and to quickly become skilled in the use of City receipting software, and utility software. Must know, understand and be able to follow the Utah Fiscal Procedures Act, Utah municipal investment guidelines, special improvement laws, and the laws and ordinances governing City operations. Must have good phone skills and be able to deal tactfully with the public. Must have supervisory, accounting and investing knowledge and

skills. Accurately count, and record City revenues. Must be able to work under pressure and meet deadlines.

Physical Demands: While performing the duties of this job, the employee is required to sit for extended periods of time. This job requires a significant amount of time viewing a computer screen and using a keyboard for data entry. The employee is frequently required to stand at a counter in order to help customers.