



**TREASURER
JOB DESCRIPTION**

SUMMARY

A working department director responsible for the tax collection and distribution, budget, finance and accounting functions of the city government.

ESSENTIAL DUTIES AND FUNCTIONS

The typical job duties and functions of this position include, but are not limited to, the following:

1. Manages the investments of the city funds in accordance with approved and adopted policies and goals of City, State and Federal regulations, and maintains required investment records and prepares related reports as required.
2. Codes receipts, reconciles daily cash, and keeps such records as needed to verify cash balances.
3. Performs the posting and reconciliation of ledgers and accounts.
4. Prepares and makes daily bank deposits.
5. Prepares state and federal reports including tax reports.
6. Processes accounts payable.
7. Establishes and maintains records needed for bond payments, fiscal agent, and related redemption ledgers.
8. Maintains accounts receivable records, and performs necessary follow-up on collections.
9. Maintains auxiliary cash controls for investing, balancing, and other related accounting activities.
10. Reconciles general ledger to various cash reports.
11. Assists in budget preparation and execution, and preparing regular financial, statistical or operational reports as assigned.
12. Attends regular and special City Commission meetings to participate report on city finances and budget, and to make presentations in public.
13. Submits written and oral financial reports to the city manager and commission.



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14. Prepares reports and ensures their timely submission to federal or state government agencies as required by law.
15. Answers cash management and investment related questions.
16. Makes journal entries to balance and close monthly books in general ledger, revenue and expense accounts; and reconciles general ledger and checking accounts.
17. Supervises and maintains the fixed asset accounts of the city.
18. Processes payroll and maintains data on employees including total hours, changes in name or address, salary changes, exemptions, and insurance.
19. Maintains employee vacation and sick leave records.
20. Composes inputs and edits a variety of correspondence, reports, memoranda, and other material requiring judgments as to content, accuracy and completeness.
21. Responsible for conducting all tax collection and distribution functions in accordance with applicable statutes and processing requirements.
22. Establish successful working relationships with public officials, fellow employees and the general public.
23. Works collaboratively with the City Clerk to ensure the highest professionalism and customer service at city hall.
24. Ensures the highest standards of ethical behavior and customer service in the daily transactions and communications of city hall.
25. Performs other duties as assigned by the City Manager.

POSITION REQUIREMENTS

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are the minimum requirements of knowledge, skill and ability to be considered for the position. Candidates for this position must demonstrate attainment of each of these minimum requirements to be considered for employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.



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1. Bachelors Degree in Accounting, Public Administration, or Business Administration – or – in lieu of bachelors degree, five (5) years of public sector accounting and budgeting experience;
2. Three (3) years of increasingly responsible related experience, or any equivalent combination of education and experience;
3. Must be bondable;
4. Highly functional use of a personal computer, Microsoft Office Suite software, budgeting and accounting software, 10-key calculator, phone, fax and copy machine.
5. Thorough knowledge of public sector accounting principles and practices;
6. Able to perform arithmetic computations accurately and quickly;
7. Able to communicate effectively verbally and in writing;
8. Skilled in determining priorities and establishing work schedules to accomplish tasks effectively and with a sense of urgency;
9. Able to work collaboratively with others while remaining fully accountable for one's behavior and job performance;
10. Have a valid driver's license.
11. Successful background check and drug screen.

Additional Preferred Requirements:

12. Five (5) years of experience in public sector financial management, accounting and budgeting;
13. Knowledge of regulations and polices governing tax and fees collection, budgeting and expenditure of government funds;
14. Extensive knowledge of public sector Generally Accepted Accounting Principles.

SUPERVISION RECEIVED

This position works under the direct supervision of the City Manager.

SUPERVISION EXERCISED



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Directly or indirectly supervises others involved with city finances, budget and taxes, as assigned by the City Manager.

FLSA DESIGNATION

The Treasurer is a salaried exempt position as defined under the Fair Labor Standards Act. This position may be required to work over 40 hours per week and within flexible work scheduling to satisfactorily perform the position job duties and functions.

COMPENSATION

Probationary Period:

The first 90 days of employment are a probationary period. Any employment benefits are available at the end of the 90 day probationary period.

Salary:

Salary is negotiated based upon the market for the same or similar positions and the candidate's level of experience in the job duties listed. Benefits are provided as indicated in the employee policy manual, or as expressed in an employment contract, if issued. The market salary range for this position is as follows:

28,000 – Entry Level (candidate meets only the basic position requirements)

35,000 – Mid Level (candidate meets basic and preferred requirements)

42,000 – High Level (candidate meets all basic and preferred requirements with several years of public sector finance and budget experience)

Medical Program:

The City provides medical benefits to full-time permanent employees as outlined in the Employee Policy Manual.

Retirement Program:

The City contributes to a retirement program for full-time permanent employees as outlined in the Employee Policy Manual.

EQUAL OPPORTUNITY

The City of Watervliet is an Equal Opportunity Employer and does not discriminate based on race, color, religion, marital status, gender, handicap or national origin.

Signed Receipt and Understanding of Job Description

- I have read and maintained a copy of my job description for my records;



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- I have sought and received clarification from my supervisor on any parts of this job description I did not understand;
- I understand that this job description is not a contract for employment;
- I am an at-will employee, which means that the City of Watervliet may terminate my employment at any time with or without cause and that I may terminate my employment at anytime.

Printed Name and Signature Date

City Manager Signature Date