



EFFECTIVE DATE:
April 2016

TREASURER
DEPARTMENT: ADMINISTRATION
JOB CLASSIFICATION: FULL TIME

GENERAL PURPOSE

Under the direct supervision of the Mayor and City Manager, performs a variety of professional work.

ESSENTIAL FUNCTIONS

Performs first-line administrative duties; receives all money paid to the city including utility bills, taxes, grant money, etc. Makes necessary receipts for money. Maintains records of funds received in appropriate accounts; deposits money in proper bank accounts. Invests municipal funds, monitors the investment cycle. Assists public by receiving bill payments, answering questions and complaints. Supervises all employees in the treasurer's department; hires, trains, evaluate, and terminates employees. Develops and negotiates budget; monitors expenditures.

Will be required to submit to a criminal background check and drug test.

Ability to react effectively in emergency and stressful situations; ability to exhibit imagination, initiative and problem solving capability in coping with a variety of situations; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other agencies and the public by being committed to create a positive impact on those they interact with and an eagerness to adjust efforts to ensure the work and attitude helps others.

Performs all other duties as required and assigned.

MINIMUM QUALIFICATIONS may include graduation from college with a bachelor's degree in accounting, finance or related field and three to five (3-5) years of related experience or any equivalent combination of education and experience.



COMPENSATION:

1. Salary – Depending on qualifications and experience
2. Benefits
 - a. Annual leave and sick leave authorized after probation period.
 - b. Medical and dental insurance after probation period.
 - c. Retirement– four year vesture required before benefits are accrued