

## **CITY TREASURER**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the collection, recording, custody, and depositing of city funds; to supervise collection, bookkeeping, investment and report preparation activities; and to perform related work as required. Supervise and monitor utility billing. Investigate and respond to customer inquiries and complaints. Maintain retirement records including financials, process accounts payable for retirement, and report to retirement board.

**SUPERVISION RECEIVED:** Work is performed under the direction and responsibility of the director of finance.

**SUPERVISION EXERCISED:** Supervision is exercised over several clerical employees engaged in the collection of city funds and maintenance of various financial and tax records.

**TYPICAL EXAMPLES OF WORK:** An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

- Supervise the collection and recording of monies received in payment of taxes, licenses, water bills and services.
- Supervise the preparation of tax, special assessment and utility bills.
- Collect and disburse summer and winter taxes. Keep records of taxes and process settlement with the county.
- Collect and disburse delinquent personal property taxes.
- Maintain computer database on special assessments.
- Supervise preparation of daily collections and deposit reports.
- Maintain records of the retirement system, including oversight of pension check distribution.
- Supervise and operate computers, copiers, calculators, etc.
- Prepare correspondence and reports and answer inquiries.
- Plan and supervise the work of a small group of employees.
- Supervise the maintenance of files and records.
- Prepare documents for the state and county, including reconciliation of special tax act rolls and reimbursement opportunities.
- Maintain record and distribution of tax capture to various districts.
- Assist in the investment of city funds
- Assist in the preparation of the treasury budget and property tax revenue estimates.
- Perform related work as required.

## DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:

- Considerable knowledge of state and local laws and regulations governing the duties of the city treasurer and the operation of that office.
- Considerable knowledge of provisions affecting local tax collections.
- Reasonable knowledge of modern office and bookkeeping practices and procedures.
- Familiarity with state, county, school district, and municipal relationships in the taxation process.
- Ability to prepare accurate records and reports.
- Ability to plan and supervise the work of others.
- Initiative and resourcefulness in solving problems.
- Ability to work effectively with other city officials, employees and the public.

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

- Graduation from a college or university of recognized standing with a bachelor's degree in public or business administration, accounting or related subjects.
- Minimum five years' experience in tax or other collection and accounting work.

## PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office work environment is usually quiet in the office and moderately noisy in the field.