

<b>Job Title</b>	<i>City Treasurer</i>	<b>Grade Number</b>	14
<b>Reports To</b>	<i>Department Director Per the Mayor and City Council</i>	<b>FLSA Classification</b>	<i>Hourly, Non-Exempt</i>
<b>Department</b>	<i>Administration</i>	<b>Effective Date</b>	3-1-2023

### Job purpose

Performs a variety of administrative and technical duties in receiving, accounting for, depositing, and investing Price City (City) funds and is custodian of City cash and investments.

### Duties and responsibilities

Serves as custodian of all monies, bonds, and other securities of the City. Examples of duties to include, but are not limited to:

- Determines, under guidance of the Finance Director, the cash requirements of the City; evaluates the City's cash position daily to ensure sufficient funds are available to meet the City's payable and payroll requirements.
- Provides for the investment of all idle cash (cash not needed to meet present obligations) and other revenues in accordance with the Utah Money Management Act.
- Maintains records and portfolio of all City investments.
- Prepares, coordinates, and receives bank bids for banking services.
- Prepares and files all reports required of the Treasurer by State and City codes.
- Receives all public funds and monies payable to the City, including, but not limited to: taxes, license fees, fines, forfeitures, utility payments, grants, donations, refunds, fees, intergovernmental revenues and special assessments; deposits said monies in designated City bank accounts.
- Keeps an accurate detailed accounting of all monies received in accordance with the Uniform Fiscal Procedures Act for Utah Cities and reconciles the accounts with City's accounting personnel.
- Provides a receipt to every person paying monies to the City Treasurer indicating, thereon, the date of payment and identification of the account; files a duplicate receipt or summary report with the City's Finance Department.
- Audits balances and corrects errors in the cash drawers at City Hall and remote cash drawers within other City departments and offices; manages the security system and receipting process for each of those cash drawers; provides cash-handling training.
- Oversees collection and receipting of all dishonored checks or payments given to the City. Coordinates with the City Attorney's Office and other departments for remedies as may be necessary.
- Co-signs all City checks after determining that a sufficient amount of money is on deposit in the appropriate bank account of the City.
- Prepares budget for the Treasurer's Department and monitors expenditures.
- Assists people at the counter in the Utilities Department as needed.
- Completes the utility billing for each cycle; reviews billing register for errors; archives customer history.
- Conducts utility analyses for all services to ensure accurate billing and revenue.
- Determines bad debts at year-end and records adjustments as needed.
- Maintains customer accounts and checks for errors and completeness of information.
- Adjusts customer accounts in accordance with City policy.
- Provides yearly reports requested by Price River Water Improvement District.
- Maintains an accurate and current record of all utility rates.
- Reviews daily cash receipt reports and balances as needed.
- Maintains Utah State Finders Program list and garnishes state taxes for outstanding debt.
- Designs, updates, and maintains internal controls for cash handling.
- Scans accounts payable and personnel related documents into document management system.

Reconciles/audits/enters:

- Equal pay calculations for utility payments
- Transfer adjustments
- Credit memos
- Customer accounts
- Customer deposits
- Customer deposit refunds
- Credit card settlements
- Sewer connections
- Water connections

Coordinates with Finance and Risk Management Directors to ensure that a proper treasurer's bond or insurance is obtained and maintained in accordance with Utah Administrative Code R628-4-4 for the Money Management Council.

Performs related duties as necessary.

## **Qualifications**

Education and Experience:

- A. Graduation from high school and four years of specified training in bookkeeping, accounting, business management, finance or a related field;
- AND
- B. Four years of experience in municipal revenue management, accounting, or budgeting
- OR
- C. An equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

- Considerable knowledge of laws and regulations relating to the management and investment of public funds, including requirements of the Utah Money Management Act and Rules of the Utah Money Management Council.
- Considerable knowledge of governmental accounting practices and procedures.
- Working knowledge of banking and investment principles and policies, including credit card merchant services and fees, lockbox, on-line bill-pay, and ACH transactions.
- Skill in formulating, establishing, and administering policies, operating procedures, and internal controls.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.
- Ability to type 40 words per minute and operate a 10-key calculator by touch.
- Ability to establish effective working relationships and use good judgment, discretion, initiative, and resourcefulness when dealing with citizens, elected officials, employees, directors, and other professionals.
- Ability to supervise, motivate, and evaluate employees, and to coordinate the work of others.
- Critical thinking and analytical skills.
- Ability to complete mathematical computations with speed and accuracy.

## **Special qualifications**

- Must be bondable in the amount set by the Utah Money Management Council for Public Treasurer.
- Must have valid Utah driver's license.
- Receive and maintain certification as a Certified Public Finance Administrator.

### **Physical requirements and demands**

- While performing the duties of this job, the employee is regularly required to remain stationary for extended periods. This role also requires moderate physical exertion, where the employee is regularly required to move about, position self upon, and ascend/descend over and/or upon varying surfaces, and physical structures.
- The employee is required to type efficiently, activate controls, and operate office productivity machinery such as computer, calculator, copy machine, and printer.
- The employee must inspect and review written documents and communicate with others in person and on the telephone.
- The employee must be able to move equipment and supplies weighing up to 25 pounds.
- Travel to off-site meetings is required, as requested. This will include travel to other City facilities where remote cash receipting is performed.
- Must be able to handle stressful situations effectively.

### **Supervision exercised**

Provides supervision, as assigned, to Price City and Customer Service & Collections personnel.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, or skills required. This job description is subject to change as the need and requirements of the job change.*