



# City of Seat Pleasant Position Description

## POSITION DETAILS

Position Title:	City Treasurer	Annual Salary Range:	\$65,000-\$90,000.00
Department:	Finance		
Reports to:	City Manager		
Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt <input type="checkbox"/> N/A		
Employment Status:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Contractual <input type="checkbox"/> Seasonal		

## GENERAL STATEMENT OF DUTIES

Performs highly complex professional and administrative work in planning, organizing, and directing the financial activities of the City and participates as a member of the department's management team in departmental policy development, administrative planning and addressing of departmental problems; does other related work as required. An employee in this classification works under the administrative direction of the City Manager and is reviewed for conformance to establish policy through conferences, written reports, and observation of fiscal performance standards and goals. Supervision is exercised over accounting staff

## ESSENTIAL FUNCTIONS, RESPONSIBILITIES, AND TASKS

- Planning, directing, and participating in the accounting, collections, payroll, and financial recordkeeping programs of the City; overseeing and participating in accounts payable and purchasing function and the preparation and maintenance of financial records and systems.
- Supervises and participates in the examination, analyses, and verification of budgetary records including.
- accounting, payroll, and treasury disbursements and purchasing; prepares or directs the preparation of a variety.
- of financial statements and statistical reports.
- Develops procedures for handling accounting and financial activities including pre-audit, posting of expenditures.
- and revenues, payroll, purchasing, assessments, business license, and other related activities.
- Reviews and recommends amendments and revisions to codes and ordinances related to accounting or financial activities.
- Confers with City staff in coordinating preparation of City budget and answers inquiries from departments regarding budgeting; consults with City Manager and advises other Department Directors on accounting and
- internal control procedures, policies and status of accounts.
- Plans, directs, supervises, and participates in the general accounting functions including accounts payable,
- accounts receivable, revenue collections, payroll, and purchasing.
- Coordinates the projections of taxes, grants, interest income, and other revenue sources.
- Assists the City Manager and other departments with the development and implementation of financial.
- matters.
- Advises City officials on financial matters of the City.
- Makes presentations to Council, Commissions, and other groups.
- May be assigned to supervise ancillary operations as needed.
- Performs other duties as apparent or assigned.
- Prepares Fiscal and Economic Impact Statements for Budget Amendment Request.

## REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES

Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures. Comprehensive knowledge of the principles and practices of accounting and budgeting in government. Thorough knowledge of the principles and practices of a municipal purchasing system. Thorough knowledge of the practices, methods, and laws relating to municipal bond financing. Ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms, and records. Ability to prepare informative financial reports; ability to plan, organize, direct, and evaluate the work of subordinate employees; ability to establish and maintain effective working relationships with other department heads and governmental officials; ability to conduct long-range planning; ability to communicate technical ideas effectively, both orally and in writing.

## WORKING CONDITIONS

### PHYSICAL:

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires reaching, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.
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## SELECTION CRITERIA

### Minimum Experience and Education:

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Accounting, Finance, Public Administration, or related field. Five (5) years of progressively knowledgeable and responsible experience in municipal administration, the majority of which shall have been in a managerial capacity; or any equivalent combination of education, training, and experience.

### Special Requirements:

An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Seat Pleasant Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

### Desired Experience and Education: