

<b>Job title</b>	<i>City Treasurer</i>
<b>Reports to</b>	<i>Mayor</i>

### **Job purpose**

Performs a variety of professional and complex clerical duties as needed to provide public customer service through the Business Office staff and to provide recurring support for the business operations of the city.

### **Duties and responsibilities**

#### **Financial**

- Be the custodian of all money, bonds, or other securities of the city, and shall perform or oversee the:
  - Receipting all public funds and money payable to Garland City
  - Entering cash payments into the computer
  - Issuing payment receipts
  - Downloading online payments
  - Entering ACH payments
  - Balancing the cash register weekly
  - Preparing and making bank deposits
- Be responsible for the accuracy of all receipts and deposits
- Determines the cash requirements for the city

#### **Administrative**

- Assists residents and customers by answering questions and resolving conflicts in person and over the phone.
- Maintains organized filing system for the safe keeping and efficient retrieval of information.
- Responds to routine inquiries and requests.
- Helps organize and maintain reception and storage areas.
- Protects sensitive information from public view/hearing
- Schedules use of city park and gym.
- Writes letters and prepares reports.
- Attends council meeting as directed.
- Other tasks as requested and assigned.

#### **Utilities**

Is responsible for the accuracy of all aspects of utility maintenance and billing and shall perform the following:

- All functions of utility billing
- Creating and maintaining of customer accounts
- Entering meter reading in computer
- Preparing monthly bills
- Receipting utility revenues
- Resolves customer complaints
- Handles collections, NSF checks, and initiates court action when necessary.
- Determines when customer deposits are eligible for refund
- Handles deferred payment agreements.

**Other Billings**

- Prepare monthly statements for non-billed accounts
- Prepare other billing statements as directed.

**Payroll**

- Cross trains in payroll preparation
- Prepares payroll as requested

**Computer**

- Performs data entry
- Performs internet searches and retrieves electronic data
- Assists with management of the city website and social media platforms

**Other**

- Performs other responsibilities as requested and assigned
- Cross trains in all other functions of the city office as instructed
- Attends meetings of the Utah Public Treasurer's Association and other meetings that are pertinent to maintain expertise and certification requirements necessary to perform in the position of Treasurer.
- Gather data and assemble city newsletter for distribution monthly.
- Assist with maintenance of office equipment.

**Qualifications****Education**

- A high school diploma or equivalent is required.
- Four years of experience in a related field.
- The city may consider any combination of education and experience that would likely provide the required knowledge, skills, and abilities.

**Knowledge, Skills & Abilities**

- Knowledge of Municipal collecting and investing of public funds.
- Knowledge of computers and computer software such as Microsoft Word and Excel.
- Customer service skills
- Ability to make decisions in accordance with precedents and regulations and to apply this to working situations, including proper handling of emergency situations.
- Ability to learn tasks readily and adhere to prescribed routine.
- Ability to communicate effectively verbally and in writing.
- Ability to constructively and relatively solve problems and resolve disputes.
- Must represent the city with decorum in a manner which promotes public confidence in the city, its officials, and employees.
- Must maintain professional confidences.
- Must have the ability to understand and follow city ordinances and policies.
- Ability to develop effective working relationships with supervisors, fellow employees, the public, and subordinates.

**Other Requirements**

- Must have a valid Utah driver's license.
- Successful completion of pre-employment drug screening is required.
- Successful completion of pre-employment drug screening is required.
- Successful completion of criminal background check is required.
- Must be bondable.

### **Working conditions**

- Extensive contact with people.
- Work is primarily performed in an office or other environmentally controlled room.

### **Physical requirements**

- Typically sit at a desk most of the day.
- Frequent lifting of up to ten pounds and occasional lifting up to 25 pounds.
- Occasional bending, stooping, and/or lifting.
- Work for sustained period of time maintaining concentrated attention to detail.
- Essential functions utilize abilities in talking, hearing, and seeing.
- Mental application utilizes memory for details, verbal instructions, emotional stability, and discriminating thinking.

### **Direct reports**

None

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<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	

*Ideally, a job description should be reviewed annually and updated as often as necessary.*