

CITY TREASURER

NATURE OF WORK

Performs responsible fiscal work concerned with the custody and collection of municipal revenues. Work involves responsibility for planning and carrying out revenue collection activities for the custody of funds and for the signing of checks drawn against such funds. Work is performed in accordance with departmental policies, legal requirements and prescribed procedures. Supervision is exercised over clerical subordinates as needed. Direction is received from the Finance Director, who reviews work through conferences, periodic reports and internal controls. Work is also subject to independent audit.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Plan and supervise the collection of funds received in payment of taxes, special assessments, licenses and other revenue.
2. Supervise the preparation, distribution and collection of tax and special assessment rolls and bills.
3. Collect money for water, sewer and drain accounts.
4. Collect personal property tax and follow up on delinquencies through seizures and sales as required.
5. Distribute income to proper funds and pro-rate interest earned on deposits.
6. Prepare delinquent tax roll and special assessment lists.
7. Answer inquiries concerning the payment of taxes and special assessments.
8. Prepare bank deposits.
9. Prepare necessary correspondence, records and reports.
10. Plan, assign and supervise the work of clerical personnel.
11. Assist in the investment of available funds with the Controller and Finance Director.
12. Use a computerized system to maintain records and generate reports.
13. Perform related work as required.

CITY TREASURER (Cont'd)

**ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES,
SKILLS AND ABILITIES FOR EMPLOYMENT**

All of the following functions, qualifications, knowledges, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

Considerable knowledge of general business, bookkeeping and statistical procedures.

Considerable knowledge of municipal accounting practices and procedures of the organization and functions of municipal government.

Ability to prepare financial records and reports.

Ability to organize and supervise the work of others.

Good judgment, initiative and resourcefulness.

Ability to work effectively with other officials, employees and the general public.

Ability to see well to complete duties 1-12.

Ability to work effectively under stress.

Graduation from college with an Associates degree in accounting or related field.

Two years of experience in performing responsible municipal bookkeeping, accounting or related work desired.

A valid driver's license.

Approval:

Carin A. Farko 1/4/05
Personnel Director Date

Mark C. Murray 1/4/05
City Administrator Date

Nancy Crandall 1.4.05
Mayor Date