



# City of Providence

## Job Description

<b>Title:</b>	City Treasurer	<b>Code:</b>	115
<b>Division:</b>	Administration	<b>Effective Date:</b>	03/2021
<b>Department:</b>	Administration	<b>Last Revised:</b>	

### GENERAL PURPOSE

Performs a variety of **administrative duties** related to the receiving and receipting of city funds. Acts as custodian of official city funds and monies.

### SUPERVISION RECEIVED

Works under the close to general supervision of the City Manager.

### SUPERVISION EXERCISED

Provides close to general supervision to administrative clerical staff, Receptionist(s), and Business License/Cemetery Specialist.

### ESSENTIAL FUNCTIONS

**City Treasurer:**, Performs procedures as needed to assure compliance with legal requirements of the office of city treasurer as defined in Utah Code, Title 10; Performs the receiving and receipting of city revenues including money received from bonds, taxes, licenses, fines, special assessments and intergovernmental sources; coordinates money transfer activity with the Public Treasurers Investment Fund (PTIF) and other banking institutions; issues summary reports verifying receipt of revenues as required; manages special improvement district accounts, issues yearly billings and monitors collections, issues release of lien documents.

Keeps an accurate detailed account of all monies received in accordance with the "uniform Fiscal Procedures Act for Utah Cities"; prepares and files all reports required of the Treasurer by state and city codes; provides public records and information to citizens, civic groups, the media and other agencies as requested.

Manages and performs day-to-day process related to customer service, accounts receivable and cash receipting; receives and receipts payments, assures accuracy and quality of related record keeping functions through review and work sample auditing; sets up "Bill Pay" accounts to enable web-based accounts receivable transactions; prepares related regular and annual reports.

Maintains record of collections; makes fund transfers as needed; signs city checks; prepares daily reports showing cash receipts and monitors running daily balance.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school; plus, two (2) years of training or college courses in accounting, finance or related field;
- AND
- B. Four (4) years of progressively responsible experience directly related to above duties.
- OR
- C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:

**Considerable knowledge of** municipal investment practices and options; laws and regulations governing receiving, accounting and investment of municipal funds; municipal and uniform accounting principles, practices and procedures; bond requirements and special district procedures; municipal organizations and department operations including applicable laws and regulations; the Uniform Municipal Fiscal Procedures Act; Pelorus accounting, financial management and operations software.

**Working knowledge of** municipal accounting principles (GAAP), practices and procedures; internal control principles and methods of application; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources; general office maintenance and practices; computer accounting applications and various software programs; business and technical writing; operation of standard office equipment; mathematics related to investment and finance; interpersonal communication skills and telephone etiquette; public relations.

**Ability to** analyze a variety of financial problems and make recommendations; analyze complex accounting problems and make standard adjustments; operate various types of standard office equipment such as 10 key calculator, keyboard, etc.; operate personal computer in utilizing various programs to produce or compose formal documents, reports and records, charts and graphs; communicate effectively verbally and in writing; develop effective working relationships with supervisors, fellow employees, the public, and subordinates; supervise, evaluate, motivate and discipline subordinates.

3. Special Qualifications:

Must be bondable to a dollar limit prescribed by statute. Preference in recruitment shall be given to applicants who are certified municipal treasurers or certified municipal financial advisor (CMFA). Must become a "Certified Business Licensing Official" with the State of Utah. Serves as a Notary Public.

4. Work Environment:

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, and reaching. Essential functions do not generally involve muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.