

FARMINGTON CITY Job Description

Title: Treasurer
Department: Administration
Grade: 12

Code: 125
Last Revised: 10/2007
Effective Date: 12-28-99

GENERAL PURPOSE

Performs a variety of **working level, professional and technical** duties as custodian of City funds, to oversee the receipting and depositing of all City funds, help monitor and implement financial reporting, budgeting, and accounting functions of the city and its various departments. Assists in the oversight of accounts payable functions.

SUPERVISION RECEIVED

Works under the general to close supervision of the Finance Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Oversees the receiving and depositing of all money payable to the city; certifies that all revenues are properly receipted; verifies money collected by various city departments and assures proper deposits; balances daily collections with receipts and deposits into bank accounts; balances monthly cash receipts report to bank deposits.

Acts as custodian of all monies and maintains accurate and detailed account of the same; collects special taxes and assessments as provided by law and ordinance. Invests idle City funds with State Treasurer's pool; prepares monthly money management report keeping with established law.

Monitors city cash flow; assures availability of sufficient funds to cover city financial needs and issued checks; makes fund transfers as needed, signs city checks.

Directs and manages city payroll administration; prepares and processes bi-weekly city payroll and maintains associated records including sick and vacation accruals/usages. Develops and implements changes in the city system to assure efficiency and accuracy; monitors payroll procedures to control proper payment of taxes and processing of voluntary and mandatory deductions.

Monitors supporting journals, cash receipts, cash disbursements and general journal; verifies proper account coding; executes corrections or adjustments as needed; determines actual cash balance of funds and compares to control balances; reconciles discrepancies; performs ongoing book and bank balances to true cash balances; reconciles receipts and payments; makes correcting adjustments as needed.

Formulates accounting data for entry into computer; produces detailed reports for various funds, budgets and accounts; develops procedures necessary to generate specialty reports.

Examines department records and operating procedures; verifies compliance with established plans, policies, procedures and control systems, assures compliance to regulatory and statutory guidelines; monitors the adherence to GAAP, GASB and other related technical pronouncements; completes and

delivers reports and assists in audit procedures and process.

Training of City employees who handle monies on cash management, policies and procedures of the City. Ensures internal controls are implemented and followed.

Monitors the cash bonds for construction and from developers, including collecting, releasing, and balancing of such bonds.

Sets up; bills, collects and monitors Special Improvement Districts accounts; Sends default notices and follow up on default accounts to ensure these accounts are collected.

Customer service oriented; assists with customers at counter and on the phone regarding city business; takes and receipts payments. Be a team player within the department and with all other employees thru out the City.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in accounting; or other related field.

AND

B. Four (4) years of progressively responsible work experience related to the broad accounting functions.

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of generally accepted accounting principles (GAAP) established by AICPA and GASB; professional accounting standards and ethics; generally accepted accounting principles; laws and regulations pertaining to tax reporting, practices and procedures; municipal organizations and department operations including applicable laws and regulations; budgeting, accounting, and related statistical procedures; payroll administration, laws and regulations; computer accounting applications and various software financial programs; related to word processing, spreadsheets and data base management business and technical writing; operation of standard office equipment; mathematics and advanced accounting; 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; communicate effectively verbally and in writing; develop effective working relationships with executive management, elected officials, supervisors, fellow employees and the public.

3. Special Qualifications:

Must be bondable.

4. Work Environment:

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, not generally involving 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 guided problem solving.

HIRING POLICIES

Farmington City Corporation is an Equal Opportunity Employer. Farmington City will not base its hiring decisions on non-meritorious factors such as race, color, national origin, sex, religion, race. Farmington City will not refuse to hire a disabled individual who is capable of performing the essential requirements of the position with reasonable accommodations when they do not create undue hardship.

Any applicant who is chosen as the top candidate for the position will be required to submit to a physical examination to determine if he/she is able to perform job-related functions. Hiring is also conditioned upon submission to and successfully passing of a blood and urine test to screen for the presence of drugs and alcohol.