



## **JOB DESCRIPTION**

Title: **CITY TREASURER**  
Department: Finance & Administration  
Class Code: 1250  
FLSA Status: Exempt  
Effective Date: August 1, 1986 (Rev. 01/2022)

### **GENERAL PURPOSE**

Under the general supervision of the Controller, performs administrative duties in receiving, accounting for, depositing, and investing city funds and custody of city cash and investments. Performs general accounting duties including reporting and analysis.

### **ESSENTIAL DUTIES**

- Serves as the designated City Treasurer as defined in Utah State Code 10-6-141.
- Prepares and files all reports required of the Treasurer by state and city codes.
- Keeps an accurate detailed account of all monies received in accordance with the Uniform Fiscal Procedure Act for Utah Cities.
- Hires, trains, supervises, and assists the treasury support staff.

### **Cash Management**

- Performs and oversees the receipt of all public funds and monies payable to the city and deposits all funds into the appropriate bank accounts.
- Evaluates, on a daily basis, the city's cash position to assure sufficient funds to meet the city's payable and payroll requirements.
- Oversees the balancing and correction of errors on all deposits and credit card settlements within the city.
- Coordinates all collection services for the city. Works with the appropriate departments and personnel for remedies; sends demand letters and works with collection company to collect final payments.

### **Investments**

- Determines the amount of idle cash and provides for its investment in accordance with the Utah Money Management Act to maximize rates of return for the city and maintains records and portfolio for all city investments.

## **Banking**

- Manages the banking, credit card, and other payment-related contracts and services. Maintains positive working relationships with companies and works to ensure fees are appropriate and appropriate investment opportunities are being provided.
- Promotes and implements technology-related solutions for all banking services including, but not limited to, bill presentation, cash receipting and payments from the City to vendors.

## **Internal Controls**

- Creates, updates, and maintains internal controls for cash-handling within the City.
- Performs internal audits of cash-handling, petty cash funds, and provides training as needed.

## **General**

- Assists in general accounting duties including preparation of year-end financial statement and annual budget.
- In conjunction with the Controller, performs reporting and analysis on revenue and/or expenditures, including preparing forecasts.
- Performs other duties as necessary.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Bachelor's degree in public administration, business administration, accounting, and/or related field required; two (2) years of experience in accounting and investing; or any equivalent of education and experience.

### Special Requirements

- Must be bondable in the amount set by the Utah State Money Management Council for Public Treasurer.
- Must have a valid Utah Driver License.

### Necessary Knowledge, Skills and Abilities

- Working knowledge of state and city codes, including the requirements of the Utah Money Management Act and rules of the Utah Money Management Council, relating to the receipt, custody of and the investment of public funds.
- Knowledge of banking and investment principles and policies.
- Working knowledge of accounting practices and procedures; records retention and management; computer capabilities and applications and mathematics.
- Ability to read, understand, interpret and explain updated codes relating to treasurer's duties.
- Ability to coordinate the work of others.
- Ability to establish and maintain effective working relationships with employees, other agencies, and the public.
- Ability to communicate effectively, verbally and in writing.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including ERP financial system, spreadsheets and word processing; 10-key calculator; phone; copy machine.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_