



# City Treasurer

## Position Description

**JOB TITLE:** City Treasurer

**DEPARTMENT:** Administration

**EMPLOYMENT STATUS:** Full-Time, Exempt

**SALARY:** Dependent on qualifications

**POSITION SUMMARY:** The City Treasurer serves under the administration of the City Administrator, or the Mayor in the absence of the City Administrator; however the employee is expected to exercise independent judgment at all times. The primary purpose of this position is to perform the duties and responsibilities specified in Wisconsin Statutes and provides general administrative support in matters related to financial management and is directly responsible for several state and federal programs. The City Treasurer must routinely interact with residents and members of the public in a courteous and respectful manner. The City Treasurer also acts as Deputy City Clerk.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Performs statutory duties of City Treasurer: collects, receipts and deposits all monies paid to the city; maintains a proper record of all monies received by the city; disburses funds from the treasury upon proper authorization; prepares a monthly treasurer's report for submittal to the common council.
- Responsible for oversight of accounting, financial and treasury functions of the city. Performs oversight of Vision Municipal Solutions Accounting System (or equivalent) and makes suggestions for improvements. In cooperation with the City Clerk and City Administrator, oversees accounts payable and payroll processing activities.
- Performs general financial duties: oversees administration of special assessments and special charges on tax roll; maintains debt service schedule/payments for city and sewer utility; reconciles all transactions on a monthly basis; maintains and reconciles accounts receivable, oversees preparation of related invoices and statements.
- Maintains cash flow analysis, administers city investments in accordance with city's investment policy, local, state, and federal regulations. Also monitors revenues and expenditures in coordination with department heads to assure sound fiscal control. Oversees reconciliation of general ledger to various cash reports.
- Performs administrative duties: responsible for administration, maintenance and reporting for the City's Revolving Loan Fund, Community Development Block Grant program, and other grants as may be available. Works with assessor to calculate and maintain monthly mobile home fees; administers property tax collection activities, prepares related reports and settlements with other taxing jurisdictions; responsible for collection and reporting of state sales tax; oversees and maintains city credit card program; prepares spreadsheets and reports for use in budget development and debt management.
- Provides professional leadership in capital planning and capital project expenditures, provides professional advice/recommendations in all financial matters pertaining to the city; serves as Chief Financial Officer for the Redevelopment Authority (RDA).

- In conjunction with Clerk / Human Resources and City Administrator coordinates insurance and fringe benefits for the city and its employees; processes worker's compensation and property insurance claims; processes monthly retirement remittance and performs annual retirement reconciliation.
- File annual reports related to tax incremental financing districts; processes annual fees and debt payments associated with the tax incremental financing districts.
- Directs the preparation of state and federal reports.
- Attends workshops and conferences related to City Treasurers' duties and responsibilities.
- Acts as a purchasing agent for supplies for various City departments.
- Serves as Notary Public.
- Assist City Clerk with elections and other duties as assigned.

## **POSITION REQUIREMENTS:**

### **Education & Experience:**

- Bachelor's degree or associate's degree with a degree in business management, accounting, records management, public administration or a closely related field; or
- 3-5 years of increasingly responsible related experience, or any equivalent combination of related education and experience.
- Completion of the Municipal Clerks and Treasurers Institute and CMTW certification desirable or ability to obtain certification within 4 years of hire.
- Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the desired education.

### **Necessary Knowledge, Skills and Abilities:**

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write and/or edit a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness. Ability to effectively present information to supervisors, boards, commissions, civic groups, and the general public.
- Willingness and ability to cross-train with the City Clerk position; ability to think creatively when given the opportunity and apply it in proper situations; ability to perform multiple tasks correctly and efficiently under diverse conditions; ability to problem solve and work independently.
- Extensive knowledge of the function and organization of municipal government and the workings of the Common Council.
- Extensive knowledge of the general laws and administration policies governing municipal financial practices and procedures of accounting and budgeting in government.
- Ability to work under pressure due to time constraints, competing priorities, and complications.
- Ability to present a positive image of the department and the City.

### **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 duties and responsibilities of this position.

While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 lbs. 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.

The noise level in the work environment is low to moderately noisy.

*Evening meetings required (City Council, Finance & Personnel Committee, and Redevelopment Authority). Other evening meetings may be required from time to time to fill in as the Deputy Clerk and assist with agendas and minutes.*

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position.

The position description for the City Treasurer does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.