

# South Jordan City

## Job Description

<b>Title:</b>	<b>City Treasurer</b>	<b>Effective Date:</b>	<b>2/1/16</b>
<b>Org:</b>	<b>100120</b>	<b>FLSA:</b>	<b>Exempt</b>
<b>Pay Grade:</b>	<b>N/A – Combined (5% Pay Increase)</b>	<b>Workers Comp:</b>	<b>Clerical</b>

**This is an “at-will” appointed position. The employee or the Mayor/City Council may end the employment relationship at any time, with or without cause or explanation.**

### GENERAL PURPOSE

Perform administrative duties in receiving, accounting for, depositing, and investing City funds and maintaining custody of City cash and investments.

### SUPERVISOR

Controller

### POSITION(S) SUPERVISED

Utility Billing Supervisor

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s supervisor.

Accomplish performance goals established with the employee’s manager.

Receive all public funds and monies payable to the City, including taxes, licenses, fines, utility payments, intergovernmental revenues and special assessments, and deposit said money in the appropriate accounts.

Keep an accurate detailed accounting of all monies received in accordance with the “Uniform Fiscal Procedures Act for Utah Cities” and reconcile the accounts with accounting personnel.

Determine the cash requirements of the City and provide for the investment of all idle cash in accordance with the "Utah Money Management Act".

Prepare cash projections for the Chief Financial Officer/Budget Officer and assist in budget preparation.

Maintain accounts receivable records and initiate the collection process.

Establish and maintain proper cash handling procedures which provide internal controls requisite to safeguard the City’s funds.

Keep an accurate, detailed account of all money received.

Develop and maintain relationships with banking, insurance, and non-organizational accounting personnel in order to facilitate financial activities.

Approve issuance of accounts payable and payroll checks as required by Utah code.

Prepares and files all reports required of the Treasurer by State and City codes.

Supervises the City’s utility billing function.

Reviews and approves all utility billing charges and adjustments.

Participates in and coordinates the development of utility billing goals and objectives; identifies and implements opportunities for improving service delivery methods and procedures.

Perform other duties as assigned by the Controller or Chief Financial Officer/Budget Officer.

**MINIMUM QUALIFICATIONS**

1. Education and Experience:

- A. Bachelor's Degree in accounting, finance, or other closely related field  
AND
- B. Two (2) years relevant accounting experience including cash handling.

2. Special Requirements

Must be bondable in the amount set by the Utah State Money Management Council for Public Treasurer.

3. Knowledge, Skills and Abilities:

Must have knowledge of investment and accounting principles and practices. Knowledge of business and management principles involved in strategic and financial planning. Working knowledge of spreadsheet, word processing and database programs.

Working knowledge of State and City codes, including the requirements of the State Money Management Act and rules of the State Money Management Council, relating to the receipt, custody of and the investment of public funds; skills in the practices of investing public funds; ability to read, understand, interpret and explain updated codes relating to treasurer's duties.

Ability to establish and maintain effective working relationships with the City's elected officials, employees, other agencies, and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.

4. Working Conditions:

Work performed primarily in an office setting. The noise level in the work environment is usually moderately quiet. Intermittent sitting, standing and walking are required. Subject to extended exposure to computer CRT. Occasional stressful situations as a result of human behavior and deadlines.

The employee is frequently required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Clerical Exempt</b>	<b>EEO-4 Class:</b>	<b>Official/Adm</b>
<b>Location:</b>	<b>Finance</b>	<b>EEOP Class:</b>	<b>Official/Adm</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>723</b>