

# South Jordan City

## Job Description

<b>Title:</b>	<b>City Treasurer</b>	<b>Effective Date:</b>	<b>3/22/16</b>
<b>Org:</b>	<b>100120</b>	<b>FLSA:</b>	<b>Exempt</b>
<b>Pay Grade:</b>	<b>21</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. Perform analysis on complex financial issues related to the City’s budgeting and long-range financial planning function.

### SUPERVISOR

Chief Financial Officer

### POSITION(S) SUPERVISED

None

### 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"

Monitor and maintain sufficient daily cash balance in the checking account to cover payments.

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.

Perform regular audit to ascertain revenues are reconciled and recorded accurately.

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.

Perform statistical and trend analysis. Update, improve, and maintain long-range financial plan.

Perform other duties as assigned by the 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 or analytical 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>145</b>