

City of Gustavus
City Treasurer Position Description

Title: City Treasurer

Regular Full-Time Position: The City Treasurer position is a regular full-time or part-time, non-exempt hourly position. The Treasurer is expected to work up to 40 hours per week and occasionally to attend City Council work sessions, general meetings and special meetings, when requested by the Mayor or the City Council.

Supervisor: Mayor^[1]_[SEP]

Work location: Gustavus City Hall

Wage Range: Depending on qualifications and experience

Summary: The City Treasurer is responsible for internal financial controls, accounting, and accounts payable and receivable and payroll for the City of Gustavus. This position is appointed by the Council and serves at the pleasure of the Council but has day-to-day supervision by the Mayor.

City Treasurer Essential Duties and Responsibilities:

- Retains custody of all City funds;
- Recommends, develops and implements internal financial controls for the City;
- Processes or supervises accounts payable and payroll for City employees;
- Processes or supervises collection of taxes and accounts receivable;
- Assists and supports the Mayor and Council members impartially in conducting their civic duties.
- Keeps an itemized account of money received and disbursed;
- Reconciles City financial accounts;
- Is responsible for all accounting functions for City departments and committees in conjunction with department heads and committee chairs;
- Acts as chief purchasing officer;
- Issues purchase orders, matches purchase orders with invoices, calculates discounts, checks amounts, and enters data for payments;
- Assists the Mayor in preparation of the annual City budget;
- Assists City departments and committees in preparation of departmental budgets;
- Provides such financial reports and other data as may be required by the Mayor, the Council or the State;
- Files State and Federal applications for shared revenue programs;
- Monitors and reports on City grants
- Maintains financial records for grants and contracts;
- Monitors City Endowment Fund investment account and implements distribution of proceeds in accordance with Endowment Fund procedures;
- Acts on City's behalf with collection agencies;

- Files property liens on behalf of City;
- Maintains confidential employee records;
- Files employee tax payments and reports;
- Attends meetings, conferences, and workshops pertinent to position;
- Staffs City Hall during publicly open hours
- Performs other related duties specified by City Code, State law, the Mayor and the City Council, by motion.
- Cross-trains with City Clerk as needed to cover essential City Clerk duties when the Clerk is away.

Required Minimum Qualifications – Education and Experience

- Graduation from high school or GED equivalent. College courses in accounting and public administration preferred;
- Three years accounting, including computer-based accounting, experience;
- Five years secretarial, office management or administrative experience, municipal experience preferred;
- Holds or promptly obtains a valid Alaska driver’s license.
- Is bondable.

Desired Knowledge, Skills and Abilities

- Strong organizational skills;
- Strong communication skills, including the ability to communicate verbally and in writing, at times regarding confidential and/or sensitive material;
- Strong computer skills, with demonstrated proficiency in word processing and spreadsheet programs, including Quickbooks; MS-Word; MS-Excel.
- Knowledge of office practices and procedures;
- Ability to interpret, apply, consolidate and prioritize information;
- Ability to maintain effective working relationships with and communication with the City Council, City employees, State and Federal officials, and the public;
- Knowledge of municipal government operations
- Knowledge of municipal government laws and regulations, preferably in Alaska;
- Ability to operate a computer keyboard or equipment controls, and to talk and to hear on telephone;
- Ability occasionally to lift and/or move objects up to twenty-five pounds;
- Some background or coursework in public finance and fund accounting desirable

Notice. Employees shall conduct city work only within the City of Gustavus, unless an employee is on an authorized business trip.

The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City of Gustavus and an applicant for the position or an employee holding the position. The position description is subject to change by the City of Gustavus, in its sole discretion, as the needs of the city and requirements of the position change.