



FULL-TIME BENEFITED POSITION

Position: Treasurer
Salary: \$24.98 – \$32.70 hr. (Scale 50 – 60)
Schedule: 7:30 – 5:30 (Mon. - Thur.) 7:30 – 12:00 (Friday)
Closing Date: September 3, 2010 (Friday) at 12:00 noon

DISTINGUISHING FEATURE OF THE CLASS:

The fundamental reason this classification exists is to perform a variety of technical duties in recording, accounting, and investment of public funds. Under general supervision of the Finance Director, the employee in this class is to oversee all utility accounts and all collection duties.

ESSENTIAL FUNCTIONS:

- According to policy, receives all money payable to the city, including all taxes, licenses and fines.
- Accurately and appropriately, issues receipt of other evidence of payment to persons paying money.
- Maintains accurate records of money received.
- Appropriately signs all checks issued.
- Ensures sufficient funds are on deposit to honor checks.
- Invests city funds in accordance with State statutes.
- Balances money and receipts and deposits to bank on a daily basis.
- Ensures accurate utility bill is made and sent each month for water, electrical, sewer, pressurized irrigation, and garbage services.
- Sends out delinquent notices in a timely manner.
- Makes necessary monthly adjustments.
- Collects money for utility bills according to procedure.
- Determines which utility accounts are to be shut off for non-payment on a monthly basis.
- Supervision of part time utility meter reader employees.

NON-ESSENTIAL FUNCTIONS:

- Answers phones and makes appropriate referral.
- Provides notary service.
- Receives calls involving power outages, sewer backup, etc.
- In a timely manner, contacts appropriate person to resolve problems.
- Assists in issuing Building Permits and scheduling inspections, etc.
- Assists in court clerk duties.
- Other duties or tasks may be assigned on an as-needed basis.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Considerable knowledge of accounting and bookkeeping procedures;
- Extensive knowledge of computer operations, including a working knowledge of MS Excel spreadsheet and MS Word, (Microsoft Office);
- Knowledge of State and Federal laws relating to fiscal record keeping.

Skills:

- Must be proficient with 10 key.

Ability:

- Ability to maintain effective working relationships with employees, other agencies and the public;
- Ability to think and act independently;
- Ability to work under pressure;
- Ability to communicate effectively, verbally and in writing;
- Ability to work with people in an objectionable situation.

Special Qualifications:

- Basic computer skills

Additional Requirements:

- Must be bondable
- Must become a Notary Public for the State of Utah within three months of being hired.

ACCEPTABLE EXPERIENCE AND TRAINING:

Graduation from standard senior high school and two (2) years college level course work in accounting and office practices; plus two (2) years of related experience; or any equivalent combination of education and experience.