



Position Description

Job Title	Deputy Treasurer
Department	Finance
Employment Status	Full time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position is the deputy to the chief fiscal officer for the City, responsible for assisting in the proper administration of the financial affairs and fiscal records of the City.

Supervision

Received	Finance Director/Treasurer
Exercised	Assists in the supervision of the Finance Department staff.

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Assists in the maintenance of the accounting records for the City: general ledger, accounts payable, accounts receivable, payroll, etc.
- Assists in the preparation of financial statements and state and federal reports.
- Assists with the cash management functions; investments and reconciliation.
- Assists in the preparation of the tax roll, tax billing and the collection of the property taxes for the City.
- Maintains the City utility customer account records; processes customer billings and collections; handles customer questions and complaints.
- Maintains the City payroll processes and related reporting functions.
- Provides budget, payroll and associated confidential personnel information, as required, to appropriate City officials and agencies.

- Assists in the coordination of insurance and fringe benefits for the city and its employees.
- Assists in the processing of worker compensation and property insurance claims and other temporary disability payments within the payroll and benefit area.
- Performs general clerical duties such as typing, filing, word processing, spreadsheets, data entry and retrieval in the Finance Department.

Other Job Functions

- Performs related duties as require at the direction of the Finance Director-Treasurer.

Requirements of Work

Graduation from an accredited college or university with a Bachelor’s Degree in Accounting or a related field, and at least 3 years of professional experience in a financial capacity; municipal government experience preferred; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • Business English (grammar, punctuation, spelling and tone) and basic math. • General Accepted Accounting Principles. • The theory and practice of government finance, treasury and cash management functions. • State and federal laws related to payroll and tax reporting requirements. • The use of standard office equipment including computers and relevant software.
Ability to	<ul style="list-style-type: none"> • Define problems, collection of data, establish facts and draw valid conclusions. • Work independently with minimal supervision. • Establish and maintain effective working relationships with supervisors, coworkers and the general public.
Skill in	<ul style="list-style-type: none"> • Customer service. • Organization and time management.

Necessary Special Requirements

None

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 essential functions.

- Work is performed in an office setting; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with

hands and arms.

- The employee must occasionally lift and/or move up to 25 pounds.