

# CITY OF HAILEY JOB DESCRIPTION

## City Treasurer

### **POSITION SUMMARY**

This position reports to the City Administrator and exercises independent judgment and initiative to manage the City's Finance Department under general direction from the City Administrator and Mayor and Council. The individual in this role serves as the City's Treasurer and custodian of all moneys belonging to the City. This position is responsible for the city's accounting, auditing and related financial operations. In accordance with Idaho Code, the role of City Treasurer is appointed by the mayor, confirmed by the City Council, and serves at the will of the governing body in accordance with statutory procedures.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

This list includes, but is not limited to the following:

Ensures the effective and efficient operation of the Finance Department and contributes to meeting goals by:

- Coordinating and supervising all City activities related to finance, accounting, and related financial policy and transactions.
- Works with the City Administrator on developing the City's annual budget.
- Overseeing the annual audit functions.
- Establishing and administering City banking, cash management, investment, and debt policies.
- Preparing and maintaining financial, accounting, audit, and related records, reports, documents, correspondence. Databases, projections, and information files.
- Providing financial and accounting services and expertise to other City departments and agencies.
- Preparing and filing appropriate and required reports in a timely manner in accordance with codes and regulations.
- Checking figures, postings, and documents for correct entry, mathematical accuracy, and proper codes and coding or recoding as required.
- Classifying, recording, and summarizing numerical and financial data to compile and keep financial records, using available technology.
- Completing complex accounting procedures to balance and reconcile City accounts and financial records with outside state and federal agencies, banks and financial institutions, and regulatory agencies.

Participates in maintaining high quality standards within the department and organization by:

- Providing financial reports, audits, and financial assistance as requested to City departments and agencies.
- Monitoring accounting systems for compliance with accounting standards and implementing procedures and internal controls to protect against fraud.
- Participating in a team effort to increase efficiency and quality of services provided by the department and build a positive public image.
- Communicating and coordinating regularly with appropriate individuals to maximize effectiveness and efficiency of interdepartmental operations and activities.
- Performing all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

### **MARGINAL JOB DUTIES AND RESPONSIBILITIES:**

Contributes to the success of the organization by:

- Attending meetings as required.
- Researching and providing information as required
- Participating in and managing other projects and performing other duties as assigned by the City Administrator and/or Mayor.
- Cross-training other employees as backup and support for job functions as required.

**SKILLS AND QUALIFICATIONS:**

- Excellent organizational skills regarding documentation and record-keeping
- Strong verbal and visual financial reporting skills
- Ability to communicate complex financial information
- Valuable time management and prioritization skills
- In-depth knowledge of software tools used by the city
- Solid understanding of budget planning and finance
- Substantial value for ethics and trustworthy operations
- Experience using different methodical approaches for managing finances.

**EXPERIENCE, EDUCATION AND TRAINING REQUIREMENTS:**

- Bachelor's degree in finance, business administration, economics, or related discipline
- At least three years of professional experience in finance or budget planning
- At least three years of accounting and bookkeeping experience.