



JOB DESCRIPTION

TITLE: City Treasurer
DEPARTMENT: Finance
GRADE: 18
FLSA: Exempt
EEO DESIGNATION: Professionals
REVISION DATE: 06/20/2017

POSITION SUMMARY

Under the general administrative supervision of the Finance Director, assists in the financial activities of the City, oversees banking and investment management and other revenues received by the City. The Treasurer supervises the Finance Department's support staff as assigned by the Finance Director. The Treasurer is an appointed position that is "at-will" and exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a). The Mayor, with the advice and consent of the City Council, shall appoint a qualified person to be the City Treasurer.

ESSENTIAL FUNCTIONS

- Serves as the designated City Treasurer as defined in Utah State Code 10-6-141.
- Hires, trains, disciplines, motivates and directs support personnel (e.g. cashiers, utility billing).
- Invests cash balances in accordance with the Utah Money Management Act.
- Evaluates, on a daily basis, the City's cash position to assure sufficient funds are on hand to meet the City's payable and payroll requirements.
- Works with the City's financial advisor regarding current and future long term debt issuances.
- Assist in general accounting duties including preparation of year-end financial statements, assisting in completing CAFR and assisting in preparing annual budget.
- Works with financial institutions to maintain positive working relationships and to assure that appropriate investment opportunities are being provided to the City.
- Works with bank trust departments to coordinate balances in bond guarantee funds.
- Develops and maintains City's long term debt policies.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

The Treasurer shall be appointed on the basis of his/her ability, integrity, and prior experience relating to the duties of the office.



JOB DESCRIPTION

Any combination of experience, education and training will qualify if it provides for the required knowledge and abilities. Graduation from an accredited four year college or university with a

Bachelor's degree in Finance, Business Administration, Accounting or related field and four years of related experience is desired. Successful candidate must be bondable.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of principles of the Utah Money Management Act and GAAP.
2. Knowledge of municipal and fiscal accounting principles, practices and procedures.
3. Must be able to balance multiple conflicting priorities and make recommendations and decisions concerning priorities.
4. Ability to present reports and financial information effectively in private and public settings.
5. Ability to collect, organize, and analyze often complex information and convert it into clear, concise reports, to carry out statistical functions; and to apply word processing, spreadsheet, presentation, database, e-mail/ scheduler, and other personal computer applications.
6. Must be able to communicate effectively both orally and in writing.
7. Must be able to organize and delegate assignments to staff members.
8. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work

WORKING CONDITIONS:

Generally comfortable conditions. Person in this position is also required to work at a computer station for periods of time during the work day. Various levels of mental application required, i.e., memory for details, discriminating thinking and creative problem solving. This position requires the ability to hear, see, communicate, sit, stand, walk, kneel, crouch, jump, and the physical mobility to negotiate around different types of physical locations throughout the City and emergency situations. Considerable exposure to stress as a result of human behavior and interaction with employees, vendors, contractors, and the public. Work is often performed under deadlines and time constraints. Unconventional working hours including long hours, weekends and holidays as needed.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not



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infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.