

# **CITY TREASURER/FINANCIAL OFFICER**

## **SUMMARY**

Receive, process, maintain, and disburse all types of payments made to the City. Perform duties required by the City Manager in accordance with the City Charter, Chapter VI, Section 6.2 and 6.4 and any other related work as required.

## **SUPERVISION RECEIVED**

Appointed by Council and under the administrative supervision of the City Manager, carries out routine assignments independently according to established procedures.

## **RESPONSIBILITIES AND DUTIES**

An employee in this position may be called upon to do any or all of the following: (Employee may be expected to perform additional tasks.)

1. Handle custody of all monies of the City, the Clerk's bond and all evidences of value or indebtedness belonging to or held in trust by the City.
2. Handle deposits and investments of all monies or funds in such manner and in such places as Council may determine and shall report the same in detail to the City Manager.
3. Comply with all powers, duties, and prerogatives in regard to the collection, investment, and custody of State, County, School District and City taxes and monies as are provided by law.
4. Manage all City assets and anticipate cash flow requirements for operating needs, construction projects and debt service.
5. Reconcile bank statements and assist in special assessment rolls and collections.
6. Manages records required in the collection and disbursement of City funds.
7. Prepare tax rolls and answer inquiries concerning taxes.
8. Prepare financial reports and analysis as requested by Council and the City Manager.
9. Supervise and direct the billings and collections of receivables due to the City.
10. Prepare City payroll; prepare W-2 forms and other required state and federal payroll forms.
11. Assist the City Manager in the preparation of the annual budget and prepare and distribute quarterly budget reports to Council and the City Manager.
12. Assist the City Auditor in the preparation of the audit.

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13. Prepare yearly tax increment financial reports for captured property taxes for the DDA District and prepares annual reports of captured taxes for the State of Michigan.
14. Prepare Industrial Facilities Tax Reports for State of Michigan.
15. Prepare Act 34 paperwork (Qualifying Statement) for city and DDA for submission to local audit division.
16. Prepare Act 51 Street Financial Report for Michigan Department of Transportation

**DESIRABLE QUALIFICATIONS FOR EMPLOYMENT**

An employee in this class, upon appointment, should have the equivalent of the following knowledge, training and experience:

1. Extensive knowledge of accounting practices to process and account for payments accurately.
2. Skilled in establishing and maintaining effective working relationships with fellow employees and the general public.
3. Skilled in operating standard office machines to compute/prepare documents.
4. Human relations' skill to deal with public in responding to inquires.
5. Ability to maintain professional level of confidentiality.
6. Education requirements include a Bachelor's degree in finance, accounting, public administration, business management or related field. Experience requirements include five years of municipal finance, budgeting or accounting, including supervision.

**WORKING CONDITIONS\***

1. Requires being present in City Hall during normal working hours to be able to provide assistance to city employees and citizens.
2. Duties require much typing; word processing and operation of other computer equipment; often five, six, or more hours per day are spent operating these types of communications and computer equipment.
3. Must be able to walk up and down stairs. Ability required so that supplies and records can be retrieved and stored.
4. Must be able to reach heights up to five feet. Ability required for filing, retrieving and stocking supplies, and fingerprinting citizens.
5. Must be able to lift weights of approximately twenty-five pounds. Ability required so that office equipment can be serviced, and supplies arranged in supply rooms.

\_\_\_\_\_  
Approval of City Manager

\_\_\_\_\_  
Date

\*Persons with physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Revised: October 23, 2008		