

OCCUPATION DESCRIPTION

Title: City Treasurer

Classification: This job title is in the Unclassified Service

Responsible To: Mayor/Safety Service Director

Supervises: Administrative Assistant

Normal Working Hours: Monday through Friday, 8:00 am to 4:00 pm or 8:30 am to 4:30 pm. These hours and days could vary, based on need.

QUALIFICATIONS

Must possess a Bachelor's Degree in accounting, finance, business administration or other related discipline, plus a minimum of two (2) years of responsible fiscal experience or equivalent. Certified Public Accounting certification preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS

Possession of a valid State of Ohio driver's license; must be able to qualify for and remain insurable under the City's vehicle insurance policy. Must attend required number of annual continuing education hours provided by the State Treasurer.

MINIMUM ACCEPTABLE CHARACTERISTICS (* indicates developed after employment)

Knowledge of: generally accepted accounting principles (GAAP); finance; insurance (City employee hospitalization and life insurance*); government structure and process; government grant programs; fair housing laws and/or regulations; safety practices and procedures; department policies and procedures*; public relations; human resource management; employee benefits administration.

Skill in: Must be computer literate; proficient in Microsoft Office, this includes Outlook, Excel, Word, PowerPoint; proficient operation of ten key calculator and other modern office equipment; verbal, written and audible communications.

Ability to: Deal with many variables and determine specific action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules or regulations to specific situations; calculate fractions, decimals, and percentages; prepare accurate documentation; compile and prepare reports; communicate effectively; handle sensitive inquiries from and contacts with officials and the general public; develop and maintain effective working relationships; travel to and gain access to work site.

ESSENTIAL FUNCTIONS OF THE POSITION

- 1) Manages the activities of employees of the Treasurer's Office (e.g., schedules and assigns tasks; administers and recommends employee discipline; evaluates employee performance; approves or denies leave requests; assists with the development, implementations and enforcement of policies and procedures; etc.).
- 2) Completes or oversees the completion of accounting and other fiscal responsibilities (e.g., invests city funds; balances bank statements; prepares and makes deposits; signs checks; prepares pay-ins for deposits; maintains records of receipts and expenditures; balances financial reports; handles debt payment and the issuance of new debt; handles tax abatements; issues loans to residents for sewer and water tap-ins; etc.).
- 3) Administers the City's insurance programs (e.g., negotiates policies; sets premiums; handles accident claims; receives and resolves employee insurance issues; enrolls or drops employees; serves as liaison between the city and the third party administrator; etc.).
- 4) Serves as City Safety Officer (e.g., helps to develop and implement safety programs; serves as liaison between city and Safety Consultant; prepares and maintains documentation related to workers' compensation claims; etc.).
- 5) Serves as City Fair Housing Officer (e.g., receives and investigates complaints; conducts seminars; prepares and maintains documentation related to complaints, etc.).
- 6) Administers or oversees the administration of grants received by the City.
- 7) Prepares forms, records, and reports related to affirmative action, equal employment opportunity, and other personnel-related matters.
- 8) Meets all job safety requirements and all applicable PERRP safety standards that pertain to essential functions.
- 9) Prepares departmental budget and annual report.

OTHER DUTIES AND RESPONSIBILITIES

- 1) Attends annual continuing education provided by the State Treasurer.
- 2) Performs other related duties as required.

EQUIPMENT OPERATED (the following are examples only and are not intended to be all inclusive

- 1) Computer, printer, copier, fax machine, copy machine, ten-key calculator, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS

The employee:

- 1) Is exposed to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.)
- 2) Pushes and pulls up to thirty (30) pounds of weight.