

## 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.