

POSITION DESCRIPTION

Job Title: Treasurer/Clerk
Department: Finance
Date: September 23, 2010

GENERAL PURPOSE

Performs routine clerical, fiscal, record keeping and customer relations work. Primary work responsibilities involve collecting a wide variety of City revenues that are received in person or through the mail. Work requires the application of basic record keeping principles and practices to development and maintenance of fiscal records. Work also involves considerable public contact. Employees of this class are cross-trained in the performance of other Finance Office functions in order to support and fill-in for other employees of the department.

SUPERVISION RECEIVED

Works under the weekly supervision of the City Clerk for reporting purposes.

SUPERVISION EXERCISED

None.

ESSECTIAL DUTIES AND RESPONSIBILITES

Billing obligations due the City; receives cash payments at the counter; opens mail; sort's checks and cash according to proper accounts.

Verifies payment against bills or invoices; codes and enters receipts to proper accounts; balances invoices and bank statements.

Responds to inquiries in person and on the telephone to residents and businesses regarding obligations due the City.

PERIPHERAL DUTIES

Cross-train to perform a variety of Office functions as necessary.

JOB CONTEXT

The Treasurer will perform all other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent including or supplemented by courses in modern office practices such as word processing, data processing and basic accounting.

- (B) One (1) or two (2) years of experience in office environment involving public contact and the use of computers to keep track of cash transactions preferred, or
- (C) Any equivalent combination of education and experience that provide the following knowledge, skills and abilities.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of basic record keeping principles and practices: knowledge of basic mathematics; knowledge of modern office practices, procedures and equipment such as personal computer hardware and software, adding machines, copy machines and fax machines.
- (B) Skill in the operation of listed tools and equipment.
- (C) Ability to deal with the public in a tactful and courteous manner; ability to perform arithmetic calculations quickly and accurately; ability to convey concise and accurate information; ability to understand written and oral directions; ability to establish and maintain effective working relationships with other employees; ability to type, enter and retrieve information from a computer terminal and personal computer.

SPECIAL REQUIREMENTS

Must be bondable and a valid state driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

While performing the duties of the job, the employee is regularly required to use hands and fingers to operate, handle, or feel objects, tools, and controls as well as to reach with hands and arms. The employee frequently is required to talk and hear. The employee is frequently required to stand, walk and sit. The employee may occasionally stoop, crouch, bend or stretch to file.

The employee must occasionally lift and/or move 50 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that must be performed. The omission of specific statements of duties does not exclude them for the position. Similar, related or a logical assignment is applicable to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: _____

Revision History: _____