



Helper City



HELPER CITY TREASURER JOB DESCRIPTION

Document/Revision Number: HR002 02	Description: Job description for Helper City Treasurer
Prepared By: Helper City Mayor	Approved By: Helper City Attorney
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POSITION OVERVIEW

The Helper City Treasurer performs any combination of duties listed ranging from routine and repetitive accounting support duties to basic accounting work in one or more areas, including: accounts payable, accounts receivable, capital expenditures, asset management, contract payments, cost accounting, payroll or collections. Following established procedures, performs detailed accounting assignments requiring a basic knowledge of accounting theory and principles. Works under general supervision. Work is subject to review under the direction of the City Recorder and/or the Mayor.

SUPERVISION RECEIVED AND EXERCISED

The Helper City Accountant receives job responsibilities from the Mayor.

ESSENTIAL AND IMPORTANT DUTIES

Duties may include, but are not limited to, the following:

1. Reviews and analyzes journal vouchers, accounting classifications and other accounting/financial statements, records and reports.
2. Prepares balance sheets, making adjustments and closing entries, preparing profit and loss statements; inventory, receipts and disbursements; computes and distributes labor, material and overhead costs.
3. Reviews journal entries, maintains ledgers, reconciles and analyzes cost account ledgers. May establish and maintain property accounting records.
4. Reconciles bank statements to account records. Balance all single bank accounts and all combined bank accounts with the bank and/or Utah State Treasurer Office. Post all necessary items in the process to the General Ledger. Manages out of balance items by researching and resolving issues until end result is -0- balance on both the bank and book side.
5. Creates journal entries of transfers for interbank, between bank and Utah State Treasurer Office.
6. Performs termination, collections and small claims activities by following up terminated utility accounts, collecting on accounts with outstanding balances and so on. Manages the small claim



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process through the court systems for unpaid account balances with no payments made on outstanding balances.

7. Assists in receiving and processing utility and other incoming payments through the cash receipting system.
8. Generates end of day reports by importing and exporting from and to Xpress Bill Pay. Verifies end of day balances with Caselle and XBP. Confirms actual end of day cash is in balance with Caselle/system.
9. Reviews all purchase orders, invoices and checks and verifies they correspond legally and legitimately one with another.
10. Balances the cash drawer on a daily basis to ensure all payment entries are in balance including checks, cash and credit card payments as well as confirming starting cash drawer balance is \$200.
11. Serves as custodian of all cash and depository accounts.
12. Reports on deposit and investment funds to the Utah Money Management Council on a semi-annual basis on our city funds and how and where they are deposited.
13. Follows established guidelines to accomplish routine accounting assignments such as maintaining and reviewing financial and statistical records; monitoring accounts receivable and accounts payable, voucher reconciliation, and compliance with revenue management systems.
14. Posts detailed entries to accounting records and handles routine transactions such as allotments, disbursements, payroll operations, voucher preparation and remittances, and prepares standard journal and ledger entries.
15. Codes accounts payable invoices for proper account distribution, reviews, verifies and updates/corrects account information; receives remittances, posts to proper accounts and prepares transmittal documents, prepares payroll input data, maintains payroll control.
16. Prepares and issues memos; prepares, extends and issues bills and invoices; maintains expense report controls and accounts; makes up periodic reports summarizing business and financial activities. Codes data for input to financial data processing system; reconciles basic report discrepancies and problems.
17. Receives all payments from city entities.
18. Delivers money to the bank no later than 3 business days, earlier if possible.
19. Operates general business machines such as computer, copier, calculator, fax machine or similar office equipment.
20. May prepare and sort mail, answer phones and issue written correspondence.
21. Serves as a back up to the City Recorder and/or Deputy City Recorder as required by the Mayor.
22. Performs other duties as assigned by the Mayor.



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MINIMUM QUALIFICATIONS

1. Knowledge of general accounting principles, financial recordkeeping and reporting systems.
2. Ability to apply the principles, theories and concepts of accounting to a specific system, make accurate mathematical calculations.
3. Basic typing skills and knowledge of personal computer operation, including proficiency with office software applications such as MS Word and Excel.
4. Ability to communicate effectively with others, both orally and in writing.
5. Ability to understand and follow oral and/or written policies, procedures and instructions.
6. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

WORKING CONDITIONS:

1. Light physical effort. Some discomfort associated with prolonged periods of confinement to work station, concentrating on figures and computer reports and display screens.
2. Exposure to stressful situations as a result of human behavior.

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.

While performing the duties of the job, the employee is frequently required to sit, talk and hear. The employee is required to stand; walk, use of hands, operate objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl, run and utilizes senses of sight, hearing, taste and smell.

May be required to lift weight of 10 pounds. Must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

Noise level will vary based on locations such as quiet in an office or moderately loud to loud when in the field.



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REASONABLE ACCOMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Employment and Housing Act.