

NIBLEY CITY RECRUITMENT



CITY TREASURER-UTILITY MANAGER

CLOSING DATE: November 18, 2016

SALARY RANGE: Negotiable DOE

STATUS: Appointed/Exempt

JOB SUMMARY: Performs a variety of administrative, first-line supervisory and technical duties related to controlling the receiving, receipting and investing of city funds; supervises and manages utility billing and collection functions; serves as custodian of city monies and accounts; prepares annual city budget; performs budget management; facilitates various paid services; interacts with vendors and provides excellent customer service to internal and external customers. The position is subject to appointment by the Mayor and confirmation by the City Council.

ESSENTIAL FUNCTIONS: Functions as a member of the city administrative team; assists in establishing departmental goals and objectives; establishes methods and systems for the management of the city treasurer's office; organizes the office processes, procedures, and methods as needed to assure compliance with legal requirements of the office of city treasurer; proposes and follows policies as custodian of all money, bonds, or securities; directs the receiving, receipting and investment of city revenues including money received from taxes, licenses, fines, special assessments, utility fee and intergovernmental revenue sources; issues summary reports verifying receipt of revenues as required; supervises clerical personnel involved in the day-to-day process of utility billing; responsible for all public funds; acts as custodian of all moneys, bonds and securities and maintains accurate and detailed account of the same; invests idle City funds in accordance with State laws and regulations; oversees the receiving and depositing of all money payable to the city; certifies that all revenues are properly receipted; verifies money collected by various city departments and assures proper deposits; assists with general ledger and budget preparation; performs other related duties as required.

MINIMUM QUALIFICATIONS: Graduation from college with a four-year degree in accounting, finance or a related field and two years of experience performing the above duties or substantially similar duties, such as investments, utility billing, accounting, or budgeting; or an equivalent combination of education and experience; must be bondable to a dollar limit prescribed by state statute and able to pass pre-employment background check, including a criminal background check, drug test and credit check.

PREFERRED QUALIFICATIONS:

Considerable knowledge of municipal investment practices and options; laws and regulations governing receiving, accounting and investment of municipal funds; city utility billing procedures; municipal and uniform accounting principles, practices and procedures; bond requirements; municipal organizations and department operations including applicable laws and regulations; the Uniform Municipal Fiscal Procedures Act.

Working knowledge of municipal accounting principles (GAAP), practices and procedures; internal control principles and methods of application; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources; general office maintenance and practices; computer accounting applications and various software programs; business and technical writing; operation of standard office equipment; mathematics related to investment and finance; interpersonal communication skills and telephone etiquette; public relations.

Ability to analyze a variety of financial problems and make recommendations; analyze complex accounting problems and make standard adjustments; operate various types of standard office equipment such as 10 key calculator, keyboard, etc.; operate personal computer in utilizing various programs to produce or compose formal documents, reports and records, charts and graphs; communicate effectively verbally and in writing; develop effective working relationships with supervisors, fellow employees, the public, and subordinates; supervise, evaluate, motivate and discipline subordinates.

APPLICATIONS: Each applicant is required to submit a resume to Nibley City by emailing the documents to david@nibleycity.com.

Nibley City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call (435) 752-0431. Nibley City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.