

POSITION DESCRIPTION

Position Title: **TREASURER/CLERK PRO-TEM**
Department: **Administration**
Appointment: **Board of Trustees**
Supervisor: **Town Manager**
Classification: **Full-Time**
FLSA Status: **Non-exempt**
Last Update: **March 2013**

I. DESCRIPTION OF POSITION

The Treasurer is the fiduciary custodian of all the Town's financial accounts and records. As such, the Treasurer is responsible for all aspects of the Town's accounting system, for the accurate reporting of all revenues and expenditures, and for the wise and frugal investment of all Town funds. Responsible for accounts payable, accounts receivable, payroll, bank statement reconciliation, bank deposit preparation, documentation of revenues, employee leave, and accounting for all compensatory, sick and leave time used and accrued. Responsible for the financial accounts, revenues, and billing process for the Town's Water, Marina, and Pay-As-You-Throw enterprise funds. Responsible for production of all information required by the Town's independent auditors and preparation of the Town's annual budget.

Must be self-motivated, efficient, and perform tasks in a timely and accurate manner with minimal supervision. Must be bondable. Acts as Town Clerk in the clerk's absence. Assists the Town Manager as required. Other duties as assigned.

II. POSITION DUTIES AND RESPONSIBILITIES

1. Performs all aspects of accounting for the Town (accounts receivable, cash ledger, accounts payable, payroll, general ledger, utility billing), including month end closing and preparation of the monthly financial reports for the Town Manager, the Board of Trustees, and Department Heads. Complies with Municipal Code and Colorado Revised Statutes.
2. Prepares the annual budget, with input from the Town Manager and Department Heads. Preliminary and final budgets are presented to the Town Manager for review, approval and submission to the Board of Trustees.
3. Custodian and archivist of all Town financial records and documents.
4. Prepares monthly reconciliation of all Town bank and investment accounts.
5. Maintains debt service requirements and monitors compliance with bond and debt covenants.
6. Prepares all accounts payable, monthly payment approval reports for the Board of Trustees, and checks drawn on the Town treasury for payment of same.
7. Prepares annual financial statements in accordance with GAAP following GASB guidance, and all documents necessary for the completion of the annual audit.

8. Prepares periodic updates of the Town's capital property and equipment inventory to generate the capital asset listing necessary to meet state audit requirements. Maintains depreciation records.
9. Performs investment of all Town funds, ensuring the accounts are properly protected and Town funds are available to meet financial obligations.
10. Performs all financial accounting aspects of the Town's Water enterprise fund, including quarterly billing, posting of payments, maintenance of current customer accounts and establishing new customer accounts, recording water taps paid, and handling delinquent accounts. Respond to customer requests for information and other authorized inquiries on account status. Coordinate with Water department personnel to ensure accuracy of meter readings.
11. Performs all financial accounting aspects of the Town's Marina enterprise fund, including verification and posting of daily receipts.
12. Performs all financial accounting aspects of the Town's Pay-As-You-Throw (PAYT) enterprise fund. Responsible for maintaining inventory, supplying bags to distributors and billing for same, and selling bags in-house.
13. Maintains the Town's financial records by receiving and depositing revenue and maintaining petty cash funds.
14. Prepares payroll and maintains payroll records. Prepares and disburses benefit premium payments, flexible benefit and health reimbursement arrangement, and other reimbursements to employees. Responsible for setting up new employees, including enrollment in benefit plans, providing and verifying all employee documentation, including I-9s and W-4s, and reporting new hires to the State.
15. Meets all payroll tax requirements, including semi-monthly Federal and monthly State withholding deposits, 941 quarterly reports, W-2 forms, and 1099 forms for outside vendors as required.
16. Tracks sick leave, vacation leave, compensatory time and floating holidays used and accrued by all employees.
17. Acts as the Town Clerk in the clerk's absence, including attending evening Board of Trustees meetings and preparing minutes.
18. Assists the Town Manager as needed.
19. Other duties as assigned.

III. EDUCATION AND EXPERIENCE REQUIRED

The incumbent must have the minimum of a high school diploma or GED plus four years office and bookkeeping experience. Experience should include fund accounting, bank reconciliation, accounts payable, accounts receivable, payroll, utility billing, budgeting, and/or auditor preparations. A

working knowledge of computer-run spreadsheets and accounting software, basic office equipment, word processing and financial records management is required. A degree in accounting or a related field is preferred and may substitute for the required minimum work experience. Experience with Caselle® accounting and utility billing software is preferred.

The incumbent must have extensive experience in dealing with the public. The impression given by the incumbent is often the impression that visitors remember of the Town; tact and diplomacy are essential. The incumbent must demonstrate initiative and mature judgment in dealing with the press, other units of government, and local organizations.

The incumbent should demonstrate ability to exercise good judgment in dealing with sensitive information concerning local people and businesses. Absolute discretion is required to maintain confidentiality regarding this information in order to avoid the Town's loss of credibility and reliability. The incumbent must be bondable.

Previous experience in government, particularly municipal or utility government and governmental accounting, is preferred. All other requirements for employment as specified in the personnel policies.

IV. SUPERVISION AND GUIDANCE RECEIVED

The day-to-day supervisor of the Treasurer/Clerk Pro-Tem position is the Town Manager, who designates the duties and responsibilities of the position and evaluates the performance, accomplishments and attitude of the incumbent. The Treasurer/Clerk Pro-Tem must be self-motivated and efficient so that minimum supervision is required.

V. WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

The work is performed mostly in an office setting. The noise level in the work environment is typical of the modern office, and is generally quiet to moderately noisy.

Physical activities include sitting, occasional standing, walking, hearing, speaking, vision and manual dexterity. The physical demands described here are representative. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.