

Town of Grand Lake Treasurer

Title

Treasurer

Department/Fund

General Fund/Administration

Pay Range

\$62,000 - \$72,000

Status:

Exempt

General statement of duties:

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.

Supervision received:

Town Manager

Supervision exercised:

Bookkeeper

Specific duties and responsibilities:

- See Municipal Code.
- Performs all aspects of financial accounting for the Town (accounts receivable, cash ledger, accounts payable, payroll, general ledger, utility billing).
- Prepares month end financial reports including sales tax reports for the Town Manager, the Board of Trustees, and Department Heads.
- Prepares the draft annual budgets including attending regular public meetings where the budgetary items are discussed with the Board of Trustees. Preliminary and final budgets are presented to the Town Manager for review, approval and submission to the Board of Trustees. Complies with Local, State and Federal filing and reporting requirements. Coordinates budget schedules with the Town Clerk and Town Manager.
- Custodial archivist of all Town financial records and documents per the approved Records Retention Schedule.
- Maintains debt service requirements and monitors compliance with bond/debt covenants, including participation in a coordinated records system with Town Clerk and Town Manager to access all related documents regarding single projects.
- Oversees Bookkeeper regarding accounts payable, monthly payment approval reports and checks drawn.
- Prepares annual financial statements in accordance with general accepted accounting practices in addition to applicable Government Accounting Standards Board (GASB) provisions. Prepares all documents requested by the auditor for the annual audit and complies with State and Federal filing and reporting requirements.
- Coordinates with Town Clerk inventory lists for the purposes of depreciation.

Form 10/2019

Signature _____ Date _____

- Review investment of Town Funds. Recommend to appropriate Town officials fund security, investment return and availability.
- **LACK of SEPARATION OF DUTIES WARNING** Performs all financial accounting of the Water Enterprise Fund: billing, payment posting, manage customer accounts, new water taps and account setup, bulk water permitting, account delinquency, customer service and meter reading input. Coordinate water accounting management with Water Superintendent and Water Operator.
- Oversees Bookkeeper regarding financial accounting aspects of the Town's Marina Fund and the Grand Lake Center .
- Reconciles Pay-As-You-Throw inventory and petty cash fund.
- **LACK of SEPARATION OF DUTIES WARNING** Maintains the Town's financial records by receiving and depositing revenue and maintaining petty cash funds.
- Provides payroll clerk services following timesheet review and approval. Includes the management and documentation of benefitted time. Complies with payroll tax requirements.
- Complies with IRS requirements regarding vendors W9 acquisition and 1099 reporting.
- Serves on the Finance Committee.

Required education and experience:

- Valid driver's license with the ability to obtain a Colorado Driver's license.
- High school diploma or GED required.
- Experience with Microsoft programs, email, apps, etc.
- A minimum of four (4) years bookkeeping experience.
- Thorough knowledge of the principles, methods and practices of municipal finance, of approved principles and standard practices of budgetary and accrual accounting, revenue administration, and purchasing and budgeting.
- Ability to prepare comprehensive financial reports in a complete, accurate, timely and understandable manner.
- Ability to maintain effective working relationship with the general public, Town Board of Trustees, supervisors, and peers.
- Ability to communicate effectively both orally and in writing.

Preferred knowledge, skills and abilities:

- Degree in an accounting field.
- Knowledge of Caselle accounting software.
- Accounting experience in a local government setting.

Working Conditions/Physical Demands:

- The work environment characteristics described here are representative of those a teammate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
- Ability to work in a confined area.
- Ability to sit at a computer terminal for an extended period.

Successful Demonstrated Qualities:

- Demonstrated ability to maintain confidentiality
- Must be self-motivated, efficient, and perform tasks in a timely and accurate manner

- Minimal supervision
- Must be bondable
- Trustworthy; strong personal integrity
- Demonstrates strong level of accountability and ownership
- Collaborative/Team oriented
- Exhibits professionalism with the public, coworkers, and management
- Organized, with strong attention to detail and communication skills
- Excellent troubleshooting skills

Municipal Code:

2-10-1 Appointment: The Board of Trustees, at its first meeting after each regular election, shall appoint some qualified person as Town Treasurer. In case a vacancy should occur in the office of Treasurer, the Board shall appoint a Treasurer for the unexpired term.

2-10-2 Oath of Bond: Before entering upon the duties of the office, the Town Treasurer shall take an oath or affirmation of office, and furnish a surety bond in the amount of Ten Thousand Dollars (\$10,000), conditioned upon the faithful performance of his duties and that upon vacating office, he will turn over and deliver to his successor all monies, books, papers, property, or things belonging to the Town and remaining in his charge as Treasurer.

2-10-3 Duties: The Town Treasurer shall perform the following duties:

- (A) The Treasurer shall be the official bookkeeper of the Town of Grand Lake, keeping all financial records pertaining to the Town in such a manner as may be prescribed by the Board and the Colorado Revised Statutes. All books and accounts of the Treasurer shall always be subject to inspection by any member of the Board.
- (B) The Treasurer shall keep a separate account of each fund or appropriation and of the debits and credits belonging thereto.
- (C) The Treasurer shall receive, record, and deposit all monies paid to the Town in appropriate accounts in one or more eligible public depositories pursuant to the provisions of the Public Deposit Protection Act (C.R.S. 11-10.5-106), as well as in other securities or forms of investments as authorized by either Colorado Revised Statute or resolution. Neither the Treasurer nor other member of the governing body who acts in good faith in approving and designating such depository or investment shall be liable for loss of public funds deposited by the Treasurer by reason of default or insolvency of such depository, or loss on account of such investment.
- (D) The Treasurer shall prepare all bills, statements, and invoices presented to the Town for payment, and submit a schedule of accounts payable and prepaid to the Board for approval at a regularly scheduled meeting. Upon approval, the Treasurer shall publish the schedule of payments made in a manner allowed by state statute and maintain a file of all bills, statements, and invoices marked "paid" in an appropriate manner.
- (E) The Treasurer shall prepare a monthly financial report for each fund, including all monies received, all payments made, and the balance of money in each account and for each fund.
- (F) The Treasurer shall prepare the annual budget for the Town for presentation to and approval by the Board in accordance with Colorado Revised Statutes budget law.
- (G) The Treasurer shall prepare all financial statements and documentation required and assist the Town's independent auditors in anticipation of the annual audit in accordance with Colorado Revised Statutes.
- (H) The Treasurer shall perform all other duties, keep all records, and make all reports that are required by the provisions of this Code or by Colorado Revised Statutes.

* Masculine "He" identity replaced with The Treasurer.