



TOWN OF CEDAR FORT

PUBLIC NOTICE

Cedar Fort Town Treasurer Position Available

The Town of Cedar Fort is hereby accepting applicants for the position of

Town Treasurer

See Job Description Attached

Interested person must submit a letter containing a statement of your desire to be considered for the position together with any relevant skills and experience.

Mail Letter to:

Cara Lyon

Town of Cedar Fort

PO Box 389

Cedar Fort Utah 84013

Letters must be RECEIVED by the Town on or before November 20, 2020 at 5:00 p.m.

Starting date: 1 December 2020

For Questions, call Mayor or Town Clerk at 801-768-2147

*Job applicants residing in the Town of Cedar Fort will be given preference

**The Town of Cedar Fort is an Equal Opportunity Employer*
Job Description

Title: Town Treasurer (Custodian of all money bonds, or other securities of the town)

GENERAL PURPOSE:

Under the general supervision of the Mayor and Council members, perform administrative duties in receiving, accounting for, depositing, and investing Town funds and custody of Town cash and Investments.

ESSENTIAL JOB FUNCTIONS:

- Record monthly utility payments from town residents into Pelorus Software.
- Manage and reconcile monthly bank statements from Zions and PTIF accounts.
- Deposit monies that the Town received into the proper Zions Bank accounts.
- Scan all bills, checks, deposits into Pelorus.
- Co-Sign all Town Checks along with Budget Council member after determining that a sufficient amount is on deposit in the appropriate bank account for the Town to honor the check.
- Provide the required state reports (quarterly).
- Oversees the receipt of all public funds and monies payable to the Town, including all taxes, licenses, utility payments, intergovernmental revenues and special assessments, and deposits said money in the appropriate bank accounts.
- Ensure you keep an accurate detailed account of all monies received in accordance with the Uniform Fiscal Procedure Act for Utah Cities and Towns” and reconciles the accounts with accounting personnel.
- Provides a receipt to every person paying monies to the Town Treasurer, including the date of payment and item paid on. A duplication receipt or summary report shall be scanned into and filed with Pelorus.
- Performs related duties as necessary.

TOOLS & EQUIPMENT USED:

- Computer, including word processing and spreadsheet software, calculator, copy machine and scanning machine.

- Pay: \$400 monthly, with an annual pay increase