



Job Title: City of Craig Treasurer
Pay Rate: Grade 7 - 10 DOE (\$5,077/mo - \$6,651/mo+ DOE)
Department: Administration, City of Craig
Immediate Supervisor: City Administrator
Date Revised: June 2019

Position Summary

The Treasurer is charged with maintaining the financial records of the City of Craig, and is the custodian of all municipal funds. The position tracks and reports for all grants and special funds of the city, which includes an investment portfolio and other special revenue funds. The position is responsible for support staff in the maintenance of the accounts of the City. The Treasurer is an integral part of providing maintenance of the computer network and computerized accounting system at City Hall.

Duties & Responsibilities

Financial Statements and Records

- Maintain general ledger accounts in the manner required by the Council through the budget process, and in accordance with Government Accounting Standards Board (GASB) statements for municipal accounting and financial reporting.
- Prepare journal entries as necessary.
- Maintain and modify chart of accounts as necessary for expansion and financial reporting.
- Initiate municipal debt payments and ensure they are made timely.
- Prepare monthly bank reconciliations and maintain signatories for all bank accounts.
- Ensure that Cash Receipts, Accounts Receivable, Accounts Payable, and Payroll functions are performed correctly; provide support and reconciliation as necessary. The accounts receivable function includes property and sales tax, municipal utilities (except for electricity), harbor usage and various other leases.
- Prepare and provide documentation for annual financial statement audits.

Budgeting and Reporting

- Prepare and maintain annual budgeting spreadsheets and documentation.
- Meet with the Administrator and Department Supervisors in preparation of annual budget.
- Attend budget committee meetings.
- Prepare and present budget-related Ordinances and Resolutions to City Council as necessary.
- Maintain approved budgets in computerized accounting system.

- Prepare and distribute departmental budget and actual reports each month.
- Provide analysis and support as requested by the Administrator and departments.

Regulatory Compliance

- Prepare for and coordinate the annual financial statement audit.
- Facilitate preparation of governmental financial reports in accordance with GASB standards.
- Prepare periodic grant reports and supply required documentation to granting authorities.
- Complete insurance and risk management surveys as required.
- Submit periodic renewals and applications as required to maintain licenses and permits.

Policy and Procedure

- Implement and enforce accounting and internal controls to ensure sound financial management.
- Ensure consistent application of accounting procedures in all departments and in the event of turnover of clerical staff be able to perform all the functions of the vacant position.
- Manage network server access and implement access controls to ensure security of data and integrity of system.
- Implement and monitor a system of records retention to ensure that documents are retained and available as outlined by the State of Alaska.

Supervision and Coordination

- Supervise 3 full-time positions including: Accounts Payable/Payroll, Accounts Receivable, Cash Receipts/Receptionist.
- Coordinate receptionist position to assist other departments in clerical tasks.
- Coordinate clerical positions of other departments to ensure consistent application of accounting policies throughout.
- Coordinate supplies ordering for City Hall through receptionist position, and incorporate other departments where feasible.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. The Treasurer is also responsible for writing the management discussion and analysis included with the annual audited financial statements.

Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk and climb stairs. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work environment is an inside office structure. The Treasurer has a private office on the second floor of the building. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Qualifications

- Accounting experience with progressively increasing responsibility, including three (3) years of supervisory responsibility. At least two years of municipal accounting is desired but not required.
- Prefer undergraduate degree in business administration, accounting, finance, or, other related field.
- Strong computer skills in MS Office, Windows, Internet, and Adobe; Windows Server is a plus.
- Position requires a high level of self-motivation and organization; the ability to communicate effectively in written and oral form with the Administrator, city staff, Mayor, City Council, and the general public;
- The ability to supervise effectively.
- The position requires the ability to research and obtain a working knowledge of relevant Alaska Statutes for municipal finance and government.

Position and Benefits

This is a full-time, salaried, exempt position with the City of Craig. Full medical, retirement, and leave benefits apply as outlined in the personnel policies. The City of Craig is an Equal Opportunity Employer.

Applications will be accepted until position is filled. First round of application reviews is July 10, 2019. Apply by sending your cover letter and resume' to:

CITY OF CRAIG

City Administrator

PO Box 725

Craig, Alaska 99921

Phone (907) 826-3275 - Fax (907) 826-3278

hr@craigak.com

Note: Reference is made to The City of Craig Employee Handbook for subjects not included in this job description. The Handbook takes precedence over this job description.