



**City of Gustavus
City Treasurer
Position Description**

Title: City Treasurer

Regular Non-Exempt Position: The City Treasurer position is a regular non-exempt hourly position. The Treasurer is expected to work between 30-35 hours per week and at times up to 40 hours per week and to attend City Council work sessions, general meetings, and special meetings, when directed by the City Administrator, Mayor, or the City Council.

Supervisor: City Administrator

Work location: Gustavus City Hall

Summary: The City Treasurer is responsible for internal financial controls, accounting, and accounts payable and receivable and payroll for the City of Gustavus. This position is appointed by the Council and serves at the pleasure of the Council but has day-to-day supervision by the City Administrator.

Essential Duties and Responsibilities:

- Retains custody of all City funds
- Recommends, develops, and implements internal financial controls for the City.
- Processes or supervises accounts payable and payroll for City employees.
- Processes or supervises collection of taxes and accounts receivable.
- Assists and supports the Mayor and Council members impartially in conducting their civic duties.
- Keeps an itemized account of money received and disbursed.
- Reconciles City financial accounts.
- Is responsible for all accounting functions for City departments in collaboration with department heads.
- Acts as chief purchasing officer.
- Issues purchase orders, matches purchase orders with invoices, calculates discounts, checks amounts, and enters data for payments.
- Assists the City Administrator and Mayor in preparation of the annual City budget.
- Assists City departments in preparation of departmental budgets.
- Provides such financial reports and other data as may be required by the City Administrator, Mayor, the Council, and State or Federal agencies.
- Files State and Federal applications for shared revenue programs
- Monitors, ensures compliance of, and reports on City grants.
- Maintains accurate financial records for grants and contracts.
- Monitors City Endowment Fund investment account and distributes proceeds in accordance with Endowment Fund procedures.



- Acts on City's behalf with collection agencies.
- Maintains confidential employee records.
- Files employee tax payments and reports
- Attends meetings, conferences, and workshops pertinent to position.
- Assists in staffing City Hall during publicly open hours.
- Performs other related duties specified by City Code, State law, the Mayor, and the City Council, by motion.
- Cross-trains with City Clerk as needed to cover essential City Clerk duties, including elections, when the Clerk is away.

Required Minimum Qualifications – Education and Experience:

- Graduation from high school or GED equivalent. College or technical courses in accounting and public administration is preferred, a bachelor's degree in accounting and finance is ideal.
- Three years accounting experience, including computer-based accounting.
- Five years secretarial, office management, grants management or administrative experience, or a combination thereof
- Strong computer skills, with demonstrated proficiency in word processing and spreadsheet programs, including QuickBooks; MS-Word; MS-Excel; Adobe Suite^[1]_{SEP}
- Holds or promptly obtains a valid Alaska driver's license.
- Holds or promptly obtains a Limited Governmental Notary Public Commission including accompanying bond.

Desired Knowledge, Skills, and Abilities:

- Strong organizational skills.
- Strong communication skills, including the ability to communicate verbally and in writing, at times regarding confidential and/or sensitive material.
- Knowledge of office practices and procedures, (preferably municipal in nature)
- Ability to interpret, apply, consolidate, and prioritize information.
- Ability to maintain effective working relationships with and communication with the City Council, City employees, State and Federal officials, and the public.
- Knowledge of municipal government operations.
- Knowledge of municipal government laws and regulations, preferably Alaskan.
- Ability to operate a computer keyboard or equipment controls, and to talk and to hear on telephone.
- Ability occasionally to lift and/or move objects up to twenty-five pounds.
- Some background or coursework in public finance and fund accounting desirable.

Physical Demands:

- Work includes prolonged sitting, as well as moderate lifting, carrying, reaching,



stooping, pulling, and pushing, manual dexterity.

- Must frequently lift and move boxes and other objects weighing up to 20 pounds, and occasionally up to 40 pounds.
- Light snow-shoveling in front of entry- and exit-doors, up to six inches.
- Light maintenance and housekeeping.

Work Environment Conditions:

- The work is generally performed in an office setting. Work requires sitting and or standing at a desk, bending, reaching, walking, and lifting.
- Equipment commonly used includes computers, multi-functional copy machine, telephone, video conferencing equipment.
- An environment that may be very busy, with fluctuations of people and noise, with multiple simultaneous requests from the public, staff, and council.

Notice

CoG 3.03.010(a) (3) (B)

All positions are located within the City of Gustavus, and all work will be conducted in the City of Gustavus, unless the employee is on an authorized business or training trip or is authorized to conduct business while on approved absence.

CoG 3.04.02 (d) (2) (B)

The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City of Gustavus and an applicant for the position or an employee holding the position. The position description is subject to change by the City of Gustavus, in its sole discretion, as the needs of the City and requirements of the position change.

The City of Gustavus is an Equal Opportunity Employer