



CITY OF GUSTAVUS, ALASKA
CITY TREASURER
REGULAR NONEXEMPT POSITION ANNOUNCEMENT

Hours: This position is a regular part-time, non-exempt hourly position. The City Treasurer is expected to work 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.

Wage: \$25.00-\$35.00 per hour depending on qualifications and experience

Benefits: This position qualifies for the benefits for regular nonexempt positions, as outlined in Resolution CY20-15.

Duties: See attached position description for full details.

Qualifications: See attached position description for full details.

Physical Requirements: See attached position description for full details.

Work Location: Gustavus City Hall at 1802 Gustavus Road, Gustavus, Alaska.

Supervised by: Gustavus City Administrator.

Application Period: September 14 to 30, 2022 or until filled.
Employment application forms are available online at <https://cms.gustavus-ak.gov/administration/page/cog-employment-application> or at City Hall, Monday through Thursday, 9:00 am to 4:00 pm, Friday 9:00 am to 3:00 pm. This job announcement and the applicable job description containing qualifications and duties will be attached to the application. Applications must be returned to City Hall by 2:30 pm on September 30. If a qualified applicant is not found after the application period, the City may repost the job announcement or hold the position open until filled .

Notice:

CoG 3.03.01 (a) (3) (B) Employees shall conduct City work only within the City of Gustavus unless an employee is on an authorized business or training trip or is authorized to conduct business while on approved absence.

CoG 3.03.01 (a) (3) (D) Reasonable accommodation to facilitate the submission of an application is available on request.

CoG 3.04.02 (d) (2) 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.

More Information? Please call City Hall at 907-697-2451.

The City of Gustavus is an Equal Opportunity Employer

City of Gustavus
City Treasurer Position Description

Title: City Treasurer

Regular Part-Time Position: The City Treasurer position is a regular full-time, non-exempt hourly position. The Treasurer is expected to work 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.

City Treasurer 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 and committees 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 and reports on City grants
- Maintains 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
- 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

Notice. Employees shall conduct city work only within the City of Gustavus unless an employee is on an authorized business trip or other approved absence, or other work arrangements have been agreed upon by the City Administrator or the Mayor.

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.