

City of Hartford Job Description



Title: City Treasurer
FLSA Classification: Exempt
Department: Administration
Effective Date: November 1, 2023

Job Summary: Under the general supervision of the City Manager, the City Treasurer performs a variety of routine and complex clerical, accounting, finance and administrative work, coordinates and is responsible for the collection, recording, custody and disbursement of City funds. Protects the City's assets and conserves its cash funds; prepares, balance sheets, operating statements and other financial records and reports; assists in budgeting, auditing; administers investments, collection and billing functions, distribution of tax rolls and collection of taxes and related bills and performs other related accounting and office work as required.

Supervisory Structure: Reports to the City Manager with no supervisory responsibilities.

Essential Duties:

- Verify purchase orders, code invoices, enter into AP program, print checks, and maintain vendor files.
- Prepare property tax invoices twice per year. Input assessing data and balance with County figures.
- Collect tax and utility payments, distribute tax payments to other entities on a bi-weekly bases.
- Maintain payroll files and process weekly payroll.
- Maintain equipment rental rate files as well as equipment usage and post monthly journal entries.
- Prepare and file state and federal employment taxes including withholdings, FICA, unemployment. As well as informational returns such as 941, 1099, W2, W3, etc.
- Enter, prepare, and balance accounts receivable accounts including general city accounts as well as project specific grants, state shared funding, and Michigan Transportation Funds.
- Assist the City Manager with the preparation of the annual budget and budget adjustments.
- Prepare, post, and reconcile journal entries.
- Complete bank reconciliations for all City bank accounts.
- Perform year end entries and provide information and work with the City's auditors.
- Provide data for audits and renewals for liability and workers compensation insurance. File claims as necessary.
- Manages investment of the city funds in accordance with investment policies and goals, and local, state and Federal regulations.

Necessary Knowledge, Skills and Abilities:

- Knowledgeable about accounting, bookkeeping and fiscal responsibility.
- Skilled in computer systems including financial reporting software.
- Understanding of governmental fund accounting, including activities and accounts.
- Able to compile data and figures needed for governmental budgeting.

- Ability to read and analyze balance sheets.
- Knowledge of state and local laws and regulations governing the collection, recording, custody and disbursement of municipal funds.
- Familiarity with state, county, school district and municipal relationships in taxation process.

Qualifications and Experience:

- A Bachelor’s Degree from an Accredited College in Accounting, Finance or Business Administration.
- (3-5) years of increasing responsible related experience, or
- Any equivalent combination of education and experience.

Physical Requirements:

Physical Mobility:	Ability to sit for extended periods.
Vision:	Ability to read instructions, directions and similar written information in letters, memos, forms, and other documents.
Hearing/Speaking:	Ability to converse orally via telephone and personally to receive and communicate information to employees, local officials, and the public.
Agility/Movement:	Ability to lift, push, pull and manipulate tools, equipment, supplies and other objects often weighing up to 30 pounds.

Disclaimer: This job description does not constitute an employment agreement between the City of Hartford and employee and is subject to change by the City as its needs and requirements of the position change.