

Human Resources Committee

Meeting Agenda

Date: June 3, 2025

Time: 5:30 PM

Place: City Hall Conference Room & Zoom Conferencing

1. Public Comments
2. Review and recommend Treasurer Job Description.
3. Adjournment.

Public comment on any public matter that is not on the agenda of this meeting can be presented under "Request of Citizens" provided it is in the jurisdiction of the City to address. Public comment will be entered into the minutes of this meeting. The City Council cannot take any action on a matter unless notice of the matter has been made on an agenda and an opportunity for public comment has been allowed on the matter. Public matter does not include contested cases and other adjudicative proceedings.

Job Title: Municipal Treasurer

Location: Miles City, Montana

Job Type: Full-time

Job Summary:

The **Municipal Treasurer** for Miles City is responsible for managing the city's financial operations, ensuring fiscal responsibility, compliance with Montana state regulations, and efficient handling of public funds. This role focuses on managing operating expenses, financial reporting, cash/bank reconciliation, overseeing short- and long-term investments, and collaboration with municipal officials to maintain financial stability. This position is a typical sedentary office environment with occasional travel. The variety and complexity of activities make the position a high stress occupation.

Key Responsibilities:

- **Financial Management:** Oversee the city's financial transactions, ensuring responsible handling of funds within operational budgets.
- **Operating Budget Management:** Prepare and manage the city's annual operating budget in conjunction with the mayor, ensuring accurate allocation of resources for essential municipal services.
- **Cash & Bank Reconciliation:** Perform monthly, quarterly, and annual reconciliations of municipal accounts, ensuring accurate tracking of revenues and expenditures while identifying discrepancies.
 - Handle all deposits
- **Tax & Revenue Administration:** Supervise tax collection, utility billing, and other revenue-generating activities.
- **Compliance & Auditing:** Ensure adherence to state and federal financial regulations, coordinate audits, and maintain accurate financial records.
- **Payroll & Accounts Payable:** Manage payroll processing, vendor payments, and financial disbursements. Reconcile accounts on a monthly basis and present for approval of payment by City Council and Mayor.
- **Annual Financial Report Preparation:** Compile and present the city's annual financial report, ensuring transparency and compliance with municipal and state reporting requirements.
- **Investment & Fund Management:** Oversee short- and long-term investments, ensuring optimal financial growth while maintaining liquidity and risk management.
- **Collaboration & Advising:** Work closely with city officials, department heads, and external auditors to provide financial insights and recommendations.

Qualifications:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field (preferred).
 - Experience in municipal finance, accounting, or treasury management.
 - Knowledge of Montana municipal financial laws and regulations.
-

- Strong analytical, organizational, problem-solving, and communication skills.
- Proficiency in financial software and accounting systems.

Preferred Skills:

- Certified Municipal Treasurer (CMT) designation or equivalent.
 - Experience with government budgeting, financial reporting, reconciliations, and investment management.
 - Ability to work independently and collaboratively with municipal leadership and city employees.
-