

	CITY OF MILES CITY Position Description		Last Revised: 6/20/25	
			Effective: <u>Draft</u>	
	TREASURER			

DEPARTMENT: Administration

ACCOUNTABLE TO: Mayor

JOB TYPE: Part-time

SUMMARY OF WORK: Responsible for managing the city's financial operations, ensuring fiscal responsibility, compliance with Montana state regulations, and efficient handling of public funds.

JOB CHARACTERISTICS:

Nature of Work: This role focuses on managing 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.

Personal Contacts: Daily contact with the public, Mayor, City Council Members, Department Directors, financial institution representatives, and various state employees.

Supervision Received: Limited supervision received by Mayor

Supervision Exercised: None

Essential Functions: This position requires ability to communicate orally and in writing; read written material, maintain records, understand complex ordinances, bank statements and accounting practices, codes and regulations; monitor the collection of all utility fees, planning and implementing daily work activities; exercise good judgment and make sound decisions; understand and apply State and Federal rules and regulations.

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.

JOB REQUIREMENTS:

Knowledge: This position requires an extensive knowledge of government accounting rules and practices.

Skills: This position requires skills in the use of municipal accounting software, Microsoft Office software, spreadsheets, strong analytical, organizational, problem solving and communication skills.

Abilities: This position requires the ability to: communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public; exercise good judgement; follow established procedures; make accurate recordings and keep accurate records.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- Experience in municipal finance, accounting, or treasury management.
- Strong analytical, organizational, problem-solving, and communication skills.
- Proficiency in financial software and accounting systems.
- *Preferred but not required Bachelor's Degree in Accounting, Finance, Business Administration, or a related field.*

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.
- Knowledge of Montana municipal financial laws and regulations.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Effectively utilizes available resources.
- Follows all policies and procedures.
- Accurately identify discrepancies and correct them.
- Performs assigned tasks within reasonable periods of time.
- Adheres to standards of confidentiality.
- Keeps accurate records and files in areas of responsibility.

Approved by Human Resource Committee:

Employee: _____ Date: _____

Supervisor: _____ Date: _____