



# CITY OF MILES CITY

## Position Description

Last Revised:	07/08/2025
Effective:	07/08/2025

### CITY TREASURER/FINANCE OFFICER

**CLASSIFICATION:** Non-Exempt

**WAGE SCALE:**

**DEPARTMENT:** Finance

**ACCOUNTABLE TO:** Mayor

**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 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:** Monitor the city's financial transactions, ensuring responsible handling of operational budgets within funds for all city departments.
- **Responsible for the municipal accounting system.**
- **Prepare the Annual Financial Report (AFR), ensuring transparency and compliance with municipal and state reporting requirements.**
- **Cash & Bank Reconciliation:** Perform monthly, quarterly, and annual reconciliations of municipal accounts, ensuring accurate tracking of revenues and expenditures while identifying discrepancies and report to Council monthly.
  - Deposit the funds of the City in banks designated by the Mayor.
  - City Treasurer shall faithfully collect all licensing fees and taxes levied for special improvements as required by ordinance or other law to be collected.
  - All interest paid and collected on deposits shall be credited to the general fund by the city treasurer unless otherwise required by law.
- **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.
- **Investment & Fund Management:** Oversee short- and long-term investments, ensuring optimal financial growth while maintaining liquidity and risk management.
- **Collaboration & Advising:** Professional conduct and cooperation with city officials, department heads, public and external auditors to provide financial insights and recommendations.
- **Communicate and coordinate financial responsibilities between the two Branches of Local Government (City of Miles City and Custer County).**
  - Works in unison with the City Clerk and Mayor to provide seamless communication & daily cooperation. Communicates accurately and effectively with City Clerk, Mayor, City Employees and the public.
- Attends scheduled meeting as required.
- Attends trainings as needed to improve the understanding & work accuracy.
- Operating budget management, prepare and manage city's annual operating budget in conjunction with Mayor and the City Clerk, ensuring accurate allocation of resources for essential municipal services.
- This position also requires constant professional conduct and timely accomplishments.

**Qualifications:**

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

**JOB PERFORMANCE STANDARDS**

- Quality
- Productivity, Independence, Reliability
- Job Knowledge
- Interpersonal Relationships, Cooperation, Commitment
- Attendance
- Adherence to Policy
- Overall Performance
- Daily Professional conduct

Approved by Human Resource Committee:

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor \_\_\_\_\_ Date: \_\_\_\_\_