



West Bountiful

Job Description

Title:	City Treasurer	Code:	115
Division:	Administration	Effective Date:	04/2017
Department:	Administration	Last Revised:	05/2027

GENERAL PURPOSE

Performs a variety of **administrative duties** related to the receiving and receipting of city funds. Oversees and performs utility billing and collection functions. Serves as the primary receptionist.

SUPERVISION RECEIVED

Works under the close to general supervision of the City Administrator.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

City Treasurer:, Performs procedures as needed to assure compliance with legal requirements of the office of city treasurer as defined in Utah Code, Title 10; Performs the receiving and receipting of city revenues including money received from bonds, taxes, licenses, fines, special assessments and intergovernmental sources; coordinates money transfer activity with the Public Treasurers Investment Fund (PTIF) and other banking institutions; issues summary reports verifying receipt of revenues as required; manages special improvement district accounts, issues yearly billings and monitors collections, issues release of lien documents.

Manages and performs day-to-day process related to customer service, accounts receivable and cash receipting; receives and receipts payments, water deposits and refundable fees, etc.; assures accuracy and quality of related record keeping functions through review and work sample auditing; sets up "Xpress Bill Pay" accounts to enable web-based accounts receivable transactions; prepares related regular and annual reports.

Maintains record of collections; makes fund transfers as needed; signs city checks; prepares daily reports showing cash receipts and monitors running daily balance.

Utility Billing: Oversees utility billing functions; receives online payments, assures proper receipting, posting and tracking of related accounts (Caselle); balances daily collections with receipts and deposits into bank accounts; reconciles general ledger with bank deposits daily.

Operates computer to update and maintain changes in utility accounts; assures that current and terminated accounts are properly billed; assures proper billings for services provided to various companies; assigns new account numbers; verifies account information through utilities department, i.e., water and sewer personnel; generates reports for utilities department and city administration.

Operates computer to enter and update account records, updates daily receipts according to balancing results; runs subtotal of receipts to balance with subtotal of accounts receivable; batches and balances payments collected; runs monthly aging report.

Work with Public Works employees to complete monthly meter reads; receives, reviews and enters utility meter readings; determines that all accounts have current readings; evaluates readings to determine misreads and consumption irregularities; prepares re-read list; runs program to calculate fees for billing.

Prepares bill adjustments, set-up, and modify customers; generates billing files and notices and prepares for mailing; process information from meter reads including high usage report, re-reads, no consumption, etc.; monitors utility accounts to check for delinquencies, partial payments or prepayments, calculates termination billings, pro-rate charges based upon established procedures and disconnect date and issues notice of final billing; issues shut-off and reconnect services notices according to established policies and procedures.

Monitors accuracy of meter readings; initiates changes to meter reads as needed to ensure accuracy of billings; creates work orders as needed to perform meter services or replacements; monitors meter installation status.

Monitors timeliness of payments received; applies penalties for late payments; hears customer complaints and may make penalty adjustments based upon established practice and policy; enters new and shut-off changes on accounts; generates shut-off lists and reviews for accuracy and issues shut-off notices; assists customers to resolve service issues and reinstate services as approved; issues shut-off notices for deposit delinquent accounts.

Assists customers with service terminations and "new service" set up; assists with application forms; generates "final billing" for terminations.

Identifies delinquent accounts, apprises customers of pending actions, administers collections and pre-collections letters; develops payment plans, and adjusts accounts per payment agreements; monitors account activity, initiates collections on delinquent accounts; manages relationship with collection company; submits delinquent accounts to collection and monitors collection status.

Customer Service/Receptionist/Cash Receipting: Oversees ongoing day-to-day counter assistance to the public; receives and receipts utility payments, golf course revenues, etc.; posts payments to proper accounts and monitors balances; apprises management and administrative staff regarding account issues and coordinates with Finance Technician as needed.

Processes requests for waste container replacements.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school; plus, two (2) years of training or college courses in accounting, finance or related field;
- AND
- B. Four (4) years of progressively responsible experience directly related to above duties.
- OR
- C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of municipal investment practices and options; laws and regulations governing receiving, accounting and investment of municipal funds; city utility billing procedures; municipal and uniform accounting principles, practices and procedures; bond requirements and special district procedures; municipal organizations and department operations including applicable laws and regulations; the Uniform Municipal Fiscal Procedures Act; Caselle accounting, financial management and operations software. **Working knowledge of** municipal accounting principles (GAAP), practices and procedures; internal control principles and methods of application; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources; general office maintenance and practices; computer accounting applications and various software programs; business and technical writing; operation of standard office equipment; mathematics related to investment and finance; interpersonal communication skills and telephone etiquette; public relations.

Ability to analyze a variety of financial problems and make recommendations; analyze complex accounting problems and make standard adjustments; operate various types of standard office equipment such as typewriter, 10 key calculator, keyboard, etc.; operate personal computer in utilizing various programs to produce or compose formal documents, reports and records, charts and graphs; communicate effectively verbally and in writing; develop effective working relationships with supervisors, fellow employees, the public, and subordinates; supervise, evaluate, motivate and discipline subordinates.

3. Special Qualifications:

Must be bondable to a dollar limit prescribed by statute. Preference in recruitment shall be given to applicants who are certified municipal treasurers or certified municipal financial advisor (CMFA). Must become a "Certified Business Licensing Official" with the State of Utah. Serves as a Notary Public.

4. Work Environment:

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, and reaching. Essential functions do not generally involve muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)