

City Treasurer

City of Hartford, Michigan

Position Summary:

Under the direction of the City Manager, this position plans and directs the City's financial accounting and treasury functions. Ensures accurate accounting of all City funds; invests idle cash; monitors ongoing expenditures; collects taxes and other receivables; administers payroll and accounts payable; assists with debt issuance and management; and assists in preparation of the annual budget.

Essential Duties and Responsibilities:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties that the employee may be expected to perform. To perform this job successfully, an individual must be able to satisfactorily perform each essential function.

- Maintains all financial records of the city. Plans, organizes, and administers the financial activities of the city in accordance with generally accepted accounting principles, best fiscal practices, and all state and local regulations.
- Assist Utility Billing Clerk with the city's utility billing and cash receipting.
- Responsible for all functions of the Cash Receipting, Accounts Payable, Accounts Receivable, Journal Entries, and Payroll. Print checks for Accounts Payable. Payroll includes maintaining equipment rental rate files.
- Prepare the tax bills, print, mail, and collect taxes. Oversees the disbursement of taxes to other local units of government.
- Completes and submits all financial reporting required by the city, state, and federal agencies. Prepares annual financial statements.
- Complete the year-end closing of financial records. Provides the city's auditors with the necessary documentation, schedules, and information. Oversees the annual city audit.
- Assist the city manager in preparing the annual city budget. Monitor and analyze expenditures throughout the fiscal year to maintain compliance with the approved budget.
- Evaluates financial trends and prepares periodic reports and recommendations to the city manager and city commission.
- Performs cash management functions, including investment of municipal funds. Investigates and examines various investment options in order to achieve the best possible rate of return.

- Balances all funds and reconciles internal and bank accounts.
- Prepares numerous county, state, and federal forms and reports. Ensures maintenance and accuracy of department records. Such as state and federal employment taxes, including withholdings, FICA, and unemployment. As well as informational returns such as 941, 1099, W-2, W-3, etc.
- Oversees the ongoing maintenance and development of computerized systems in the city.
- Presents financial metrics to the city commission on a monthly basis, directed by the city manager.
- Assist Utility Billing Clerk with monitoring and staffing the front counter by collecting tax and utility payments and providing information to the public.
- Performs related work as required.

Construction Projects and Capital Improvements

- Establish and manage financial accounts for all City construction and capital improvement projects. Track project budgets, expenditures, retainage, and funding sources, including grants, bonds, loans, and special assessments. Ensure proper accounting of construction-in-progress and capitalization of completed assets.
- Review and process contractor pay applications, invoices, and change orders for financial accuracy and budget compliance. Coordinate with engineers, project managers, and department heads to verify project progress prior to payment.
- Monitor compliance with grant and loan requirements related to construction projects (e.g., EPA CDBG, USDA, MDOT).

Debt, Bonds, and Grants

- Administer municipal debt, including bonds, notes, and state or federal loan programs related to infrastructure projects.
- Track bond and loan proceeds; ensure expenditures comply with bond covenants and financing agreements. Coordinate timely payment of principal and interest.
- Assist with grant budgeting, drawdowns, and financial reporting for construction-related funding.

Knowledge, Skills, and Abilities

The requirements listed below represent the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Comprehensive knowledge of the principles and practices of municipal finance, accounting, and investing.
- Thorough knowledge of municipal operations and of the underlying laws, ordinances, and regulations governing such operations.
- Maintain equipment rental rate files as well as equipment usage and post monthly journal entries.
- Good knowledge of and ability to operate computers and financial-based software.
- Ability to evaluate and control a variety of municipal financial services, analyze operating problems, and make sound policy and procedural recommendations.
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with employees, city administrators and officials, professional contacts, and the public.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to work effectively under stress and changes in work priorities.
- Ability to attend monthly evening meetings.

Education and Experience

- Educational requirements include a Bachelor's degree from an Accredited College in accounting, finance, or a related field, or equivalent.
- Necessary experience includes three to five years in professional accounting or financial management in a municipal setting. Preferred Certified Public Accountant. (CPA) Accounting experience in a corporate environment is a plus.
- Experience in a municipal or public sector environment is a plus.

Compliance, Confidentiality & Customer Service

- Handle sensitive and confidential information with discretion.
 - Ensure compliance with applicable laws, regulations, City ordinances, and internal policies and procedures.
 - Deliver consistent, professional customer service to residents, businesses, and vendors.
- Confidentiality & Customer Service

Licenses and Certifications

- Possession of a valid Michigan driver's license.
- Notary Public certification preferred or willingness to obtain within a specified timeframe.

Working Conditions

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and listen. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, climb stairs, kneel, crouch, or crawl. The employee must frequently lift and/or move lightweight items. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually moderate to loud.

Note: This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Person will follow any other instructions and perform any related duties, as may be required by the city manager.

Compensation and Benefits:

The salary will range from \$55,000 to \$75,000 per year, depending on experience, and will include fringe benefits.

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