



Job Opening

Job Title: City Treasurer

Pay Rate: \$63,502.40 - \$89,772.80 (Grade 7-10)
Full-Time Salaried Position with Full Benefits

Department: Administration, City of Craig

Date Posted: July 7, 2022

Position Summary

The Treasurer is charged with maintaining the financial records of the City of Craig, and is the custodian of all municipal funds. The position tracks and reports for all grants and special funds of the city, which includes an investment portfolio and other special revenue funds. The position is responsible for support staff in the maintenance of the accounts of the City. The Treasurer is an integral part of providing maintenance of the computer network and computerized accounting system at City Hall.

Duties & Responsibilities

Financial Statements and Records

- Maintain general ledger accounts in the manner required by the Council through the budget process, and in accordance with Government Accounting Standards Board (GASB) statements for municipal accounting and financial reporting.
- Prepare journal entries as necessary.
- Maintain and modify chart of accounts as necessary for expansion and financial reporting.
- Initiate municipal debt payments and ensure they are made timely.
- Prepare monthly bank reconciliations and maintain signatories for all bank accounts.
- Ensure that Cash Receipts, Accounts Receivable, Accounts Payable, and Payroll functions are performed correctly; provide support and reconciliation as necessary. The accounts receivable function includes property and sales tax, municipal utilities (except for electricity), harbor usage and various other leases.
- Prepare and provide documentation for annual financial statement audits.

Budgeting and Reporting

- Prepare and maintain annual budgeting spreadsheets and documentation.
- Meet with the Administrator and Department Supervisors in preparation of annual budget.
- Attend budget committee meetings.

- Prepare and present budget-related Ordinances and Resolutions to City Council as necessary.
- Maintain approved budgets in computerized accounting system.
- Prepare and distribute departmental budget and actual reports each month.
- Provide analysis and support as requested by the Administrator and departments.

Regulatory Compliance

- Prepare for and coordinate the annual financial statement audit.
- Facilitate preparation of governmental financial reports in accordance with GASB standards.
- Prepare periodic grant reports and supply required documentation to granting authorities.
- Complete insurance and risk management surveys as required.
- Submit periodic renewals and applications as required to maintain licenses and permits.

Policy and Procedure

- Implement and enforce accounting and internal controls to ensure sound financial management.
- Ensure consistent application of accounting procedures in all departments and in the event of turnover of clerical staff be able to perform all the functions of the vacant position.
- Manage network server access and implement access controls to ensure security of data and integrity of system.
- Implement and monitor a system of records retention to ensure that documents are retained and available as outlined by the State of Alaska.

Qualifications

- Accounting experience with progressively increasing responsibility, including three (3) years of supervisory responsibility. At least two years of municipal accounting is desired but not required.
- Prefer undergraduate degree in business administration, accounting, finance, or, other related field.
- Strong computer skills in MS Office, Windows, Internet, and Adobe; Windows Server is a plus.
- Position requires a high level of self-motivation and organization; the ability to communicate effectively in written and oral form with the Administrator, city staff, Mayor, City Council, and the general public;
- The ability to supervise effectively.
- The position requires the ability to research and obtain a working knowledge of relevant Alaska Statutes for municipal finance and government.

Applications

Complete job description and application are available at City Hall, 500 Third Street, or online at www.craigak.com. Please submit completed applications to hr@craigak.com, or drop off at City Hall. ***Position open until filled.***

The City of Craig is an Equal Opportunity Employer