**Job Description for City Treasurer**

**Job Title –** City Treasurer

**Department –** Administration

**Supervisor –** Mayor

**FSLA –** Non-Union, Non-Exempt, Just Cause

**General Statement:**

Under the direct supervision of the mayor, performs a variety of complex administrative and supervisory duties while conducting the daily business of the City and overseeing all aspects of the City’s financial management. Including but not limited to accounting for all receipts and disbursements regarding City funds, financial records, and responsible for payroll and investments. The City Treasurer, it’s individual responsibility for the establishment and maintenance of the City’s accounting system.

**Typical Duties Performed:**

Examples listed may or may not include all duties performed by the person listed in this position. Duties may vary from time to time and are at the discretion of the mayor. All requirements are subject to possible modification to reasonably accommodate an individual with a disability.

**Accounting / Finance; Maintains Financial Records**

All facets of Accounting for Cities/Municipality, State and Federal.

**Reception and Customer Service: Provide customer service effectively and efficiency to the Citizens of Mossyrock and other Constituents**

**Knowledge, Skills and Abilities**

Ability to communicate effectively both orally and in writing with city staff, state and county officials, elected officials and the public.

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Ability to represent the city in a professional, courteous, and efficient manner; and to handle public contact with friendliness, responsiveness, and tact.

Skilled in operating computers and office equipment, including operation of an automated accounting system with speed and accuracy. To be knowledgeable in WORD, EXCEL and Microsoft Outlook.

Possess certification as a Notary Public.

**Preferred Qualifications in Addition to Above:**

3-5 years of office management

3-5 years of Clerk/Treasurer experience

Experience with Accounting Software Programs including budget, payroll and

billing

Grant writing experience

Any equivalent combination of education and work experience

**Position Requirements**

High School Diploma

Typing / Computer / Filing Skills

Knowledge of BARS Accounting

Pass Background and Credit Check

Maintain Confidentiality

Send resume to [treasurer@cityofmossyrock.com](mailto:treasurer@cityofmossyrock.com) or mail to City of Mossyrock, PO Box 96, Mossyrock, WA 98564

Job application on website: cityofmossyrock.com under Information, Forms and Applications.

As of October 17, 2024