

CITY OF LUDLOW
Position Description

CLASS TITLE: Treasurer

FLSA CLASSIFICATION: Non-exempt

SUPERVISION: The duties of this position are performed under the general supervision of the City Administrator.

SUPERVISION EXERCISED: None.

CHARACTERISTICS OF THE CLASS: This is highly skilled, technical and administrative work involved with the planning, coordination, and implementation of the record keeping and financial activities of the city. A worker in this position would act as principal tax and fee collector for the city, maintaining official records and other finance related responsibilities.

ESSENTIAL FUNCTIONS: Ability to establish and maintain effective working relationships with other city employees, elected officials, government agencies and the general public; Ability to communicate accurately with other city employees, elected officials, government agencies and the general public; Performs mathematical calculations in order to complete the administrative tasks of this position; Receives and keeps all money belonging to the city and pays it out as directed; Keeps an accurate account of all receipts and disbursements, showing when, from whom and to whom, for what purpose, and on what account all city funds were received or paid, and shall exhibit the account so kept; Keeps a general ledger of multiple accounts and city funds; Assists in preparing financial statements, budget, audit, tax notices and bid notification for publication; Applies federal, state, local laws and ordinances to the operation of a city government; Ability to work within the guidelines of all city ordinances, Personnel Policy Manual, Kentucky Revised Statutes, and other necessary guidelines.

JOB DUTIES: Must be able to perform the duties and functions of a Treasurer position; Makes bank deposits; Receives, records, and maintains all moneys belonging to the city; Disperses and records city funds as directed and reports any receipts and disbursements on a monthly basis, Enters employee payroll (County Employee Retirement System); Writes checks; Maintains and balances bookkeeping journals and ledgers; Reconciles bank balances and performs other financial activities as necessary; Assists City Administrator with the oversight of city purchasing procedures; Prepares local and federal reports; Makes financial statement of all receipts, sources, and disbursements with their purposes entered on the records in the Treasurer's office every three months; Prepares for the annual audit; Other duties as may be assigned.

DESIRABLE TRAINING AND EXPERIENCE: Four (4) year degree from an accredited college or university, supplemented by responsible experience in an administrative,

financial, accounting or government office; or any combination of education, training and experience which provides the necessary knowledge, skills and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: Ability to plan and coordinate multiple job activities; Ability to assist in the preparation and administration of a municipal budget; Ability to maintain records efficiently and accurately; Ability to establish and maintain effective working relationships with other city employees, elected officials, government agencies and the general public; Ability to interact and communicate effectively with other city employees, elected officials and the general public; Knowledge of the geography of the jurisdiction; Considerable knowledge of federal, state, and local laws, financial regulations, and ordinances relating to local government operations; Ability to accurately perform mathematical calculations in order to complete the financial tasks of this position; Considerable knowledge of municipal administrative and accounting procedures, and how to apply them to municipal operations; Ability to perform general office tasks such as typing, filing, and computer-entry; Ability to accurately prepare reports; Ability to perform duties according to all city ordinances, Personnel Policy Manual, Kentucky Revised Statutes, and other necessary guidelines.

NECESSARY SPECIAL REQUIREMENTS: Must be bondable. Must be able to obtain the designation of Notary Public from the State of Kentucky. The City of Ludlow is a Certified Drug Free Workplace requiring the ability of employees to pass a drug test.

PHYSICAL DEMANDS: Tasks will be performed while sitting at a desk/table or while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee occasionally lifts light objects and may use a step-stool or ladder.

WORK ENVIRONMENT: This position will be performed mostly indoors in a typical office atmosphere.

<p>The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as exhaustive statement of duties, requirements or responsibilities.</p>
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