

# **Purcell City Treasurer Job Description**

## **Qualifications**

Bachelor's degree in accounting, business, investments or finance. Three years or more of accounting experience with income statements and balance sheets is required, with preference to government accounting. The Treasurer must have a clean record and be bondable. He/she must have working knowledge of automated accounting systems, Incode Local Government Software is a plus. Excellent Excel, Word and PowerPoint preparation skills requested. Working knowledge of how City Code, ordinances, resolutions, policies, utility billing and collection practices function is beneficial.

## **Financial Responsibilities**

As explained in the City Charter(\*), the City Treasurer manages the investments of the city using standard government accounting procedures. S/He is responsible for working with the City Manager, City Manager Staff and Council to prepare the city's annual budget. Throughout the year, the Treasurer supervises expenditures and receipts and cooperates with the City Manager to keep the city on budget. The City Treasurer records or assures the accuracy of accounts payable and receivable postings in a timely manner, and verifies the payroll for the city, backing up the Human Resources Manager when s/he is absent. S/he works with auditors to certify tax assessments and levies. The City Treasurer works with the City Clerk, Municipal Court Clerk and Codes Department to assure collection of fines, building permit fees, utility services (electric, water, sewer, trash, ambulance) and other special fees assessed by the city for services.

## **Supervision Received**

Works under the general supervision and contract with the City Council for financial responsibilities, and under the direction of the City Manager for any personnel management that may be assigned.

## **Managerial Responsibilities**

The City Treasurer is responsible for preparing correspondence pertaining to her/his job. The city treasurer will provide documentation needed to apply for government grants. The City Treasurer files reports in a timely manner with the appropriate local, state and national offices. The City Treasurer will work with the City Manager to delegate support responsibility among several employees. The City Treasurer works with the City Manager and Human Resources Manager for the City Manager to hire and evaluate support staff as the Charter directs. The Treasurer will need to have a general understanding of the City Clerk duties in order to manage that close coordination of duties and goals, as well as any other duties that may be assigned or managed.

## **Public Responsibilities**

The City Treasurer must be available to answer questions that people have regarding billing. The city treasurer should provide information, such as proposed

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tax and utility increases, to citizens of his/her town in a clear format that they can understand.

## **Compensation and Benefits**

Pay and benefits will be commensurate with experience, education and duties assigned.

**Applications Deadline** is Friday, December 16 or until position is filled.

## **Submit Application**

Mail resume´ with cover letter to:

Mayor James T. "Ted" Cox

P O Box 391

Purcell, OK 73080

**\* Treasurer Position Defined in Purcell City Charter within the Codes and Ordinances:**

Website <http://38.106.5.79/modules/showdocument.aspx?documentid=137>

## **Purcell City Charter**

### **ARTICLE 2**

#### **§ 1-208 CITY TREASURER.**

**The council shall appoint a city treasurer for an indefinite term, by a majority vote of all its members. The same person may hold both the office of city clerk and city treasurer. It shall be the responsibility of the council to hire and terminate the city treasurer and it shall be its further responsibility to set the salary and duties of said office. The city treasurer shall be required to post a surety bond in an amount to be fixed and determined by the council from time to time but in no event shall the same be less than \$25,000.00, provided that if the same person is also city clerk, only one (1) bond need be posted. Subject to regulations prescribed by the council and the matters set forth in article IV of this charter, the city treasurer shall:**

**A. Deposit daily funds received by the city and its various boards, trusts and agencies in depositories as the council may from time to time designate and direct; and**

**B. Have such other powers, duties, and functions related to his duties as may be prescribed by law, by ordinance, by this charter, or by the council.**

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**In case of a permanent vacancy, the council shall appoint a new city treasurer within a reasonable time. In the case of temporary absence, suspension, or disability of the city treasurer, the council may direct an appropriate person to fill the vacancy until a permanent treasurer is selected. The council may discharge the city treasurer at any time by a majority vote of those elected to and constituting the council for "the good of the service". The council may also enter into a written agreement with the city treasurer specifying the terms and conditions of his employment.**

### **ARTICLE 4**

#### **§ 1-401 FISCAL AFFAIRS.**

**The city treasurer shall be the head of the department of fiscal affairs. He shall have knowledge of accounting, budgeting and financial control. He shall be appointed for an indefinite term by the council and shall be subject to termination by the council as herein provided. He shall have charge of the administration of the fiscal affairs of the city and to that end he shall:**

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**A. Approve all proposed expenditures, sign all checks and be responsible for the disbursement of all money; certify all contracts, orders and other arrangements by which the city government incurs financial obligations; determine the regularity, legality and correctness of all bills, invoices, payrolls and other evidence of claims, demands or charges against the city, and audit and approve them before payment; and otherwise exercise financial and budgetary control over all offices, departments and agencies of the city.**

**B. Prescribe the forms of receipts, vouchers, bills and claims to be used by all offices, departments and agencies of the city; provided, the city council shall require that no funds belonging to the city be expended, except pursuant to an itemized claim or claims approved by the council and that payment thereof shall be made only by checks signed by the mayor and city treasurer or their respective designees who shall be determined by the council by resolution;**

**C. Maintain a general accounting system for the city and each of its offices, departments and agencies; supervise, inspect and audit the accounts and financial records which any of them may maintain; keep a separate account for each item of appropriation, which shall show the amount of the appropriation, the amounts paid therefrom, the unpaid obligations against it and the unencumbered balance; require reports of receipts and disbursements from each receiving and spending agency of the city which shall be made daily or at such intervals as he may deem expedient;**

**D. Submit to the council a monthly statement of all receipts and disbursements in sufficient detail to show the exact financial condition of the city; it shall be the mandatory duty of the city treasurer to submit to the council at least once each**

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month, a trial balance of all city business, and said trial balance shall be open to public inspection during the regular business hours of the city;

**E. Prepare for the council and city manager a complete financial statement and report at the end of each fiscal year.**

**F. Have custody of all public funds belonging to or under the control of the city or any office, department or agency of the city government; and subject to any requirements made by the council, deposit all funds coming into his hands in such depositories as the council may designate;**

**G. Have charge of all funds, investments and invested funds of the city in a fiduciary capacity;**

**H. All monies paid into the hands of the city treasurer shall be accounted for in a separate fund. No expenditures shall be made from said fund except for return to the depositor when service has been discontinued or otherwise directed by the council and for the payment of charges for services rendered which have not been otherwise paid for. This**

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**fund, or a portion thereof, may be invested in interest bearing securities as may be approved by the city council;**

**I. The city treasurer shall be responsible to the city of Purcell on his official bond for any financial loss sustained by the city by reason of the refusal, negligence or failure of the city treasurer to comply with the requirements of this section.**