



# JOB DESCRIPTION

Title:	Town Treasurer	Effective Date:	ASAP
Range:	Volunteer / Unpaid Position	Last Revised:	January 5, 2026

## General Purpose

Performs a variety of administrative and technical duties related to receiving, controlling, and investing town funds. Serves as the custodian of the town treasury, processes payroll, and handles accounts receivables. Manages all aspects of utility billing and utility collection functions.

## Supervision Received

Works under the general direction of the Mayor.

## Supervision Exercised

None.

## Essential Functions

Serves as the designated Town Treasurer as defined in Utah State Code 10-6-141; organizes the treasury processes, procedures, and methods as needed to assure compliance with legal requirements of the office of Town Treasurer as defined in Utah Code and the Utah Money Management Act; recommends policies as the custodian of all money.

Coordinates the receiving, receiving, and investing of all town revenues; manages and directs investments in accordance with state laws and regulations; assures secure and safekeeping of investment certificates; assures investments comply with the town's established investment policy;

Assures the receipt of all monies into appropriate accounts; determines cash flow requirements to maximize the investment of town funds; assures availability of sufficient funds to cover financial needs and issued checks; makes funds transfers as needed; prepares daily deposits and monitors running daily balances.

Processes payroll for all employees; uses software to maintain payroll reports, employee attendance records and payroll deductions reporting; reconciles payroll general ledger accounts; completes and files payroll reports with employees and entities as required by local, state, and federal regulations.

Generates accounts receivable invoices; maintains accounts receivable accounts and performs and oversees collection duties as needed.

Manages processes of issuing utility billings and receiving payments; handles frequent conversations with customers about the status of their utility accounts; coordinates utility billing functions with Public Works Director; handles building permits, business licenses, and billing developers for services; assures accuracy and quality of utility and billing record keeping functions; continually reviews processes for improvement.

Monitors and tracks tax revenues; maintains and submits state and federal reports.

Performs other duties as required.

## **Minimum Qualifications**

### **Education and Experience**

Graduation from college with a bachelor's degree in accounting, finance, business management or a closely related field;

### **AND**

Three (3) years of responsible experience performing duties of a Town Treasurer or a closely related field;

### **OR**

An equivalent combination of education and experience.

### **Knowledge, Skills, and Abilities**

#### **Working knowledge of:**

Municipal investment practices and options; laws and regulations governing receiving, accounting and investing of municipal funds; managing an investment portfolio; monitoring rates of return compared to an investment baseline and/or objective; municipal and uniform accounting principles, practices, and procedures; bond requirements; municipal organizations and department operations including applicable laws and regulations; the Utah Money Management Act; payroll processing and management practices; town utility billing procedures; report writing and record keeping; computer software programs including creating and operating spreadsheets, financial reports, etc.

**Ability to:**

Analyze a variety of financial problems and make recommendations; manage an investment portfolio and provide recommendations; report on rates of return compared to an investment baseline and/or objective; analyze complex accounting problems and make standard adjustments; appropriately handle confidential personal and financial information and documents; operate a personal computer and standard office equipment; utilize various software programs to produce formal documents, reports, records, charts, and graphs; complete tasks in a timely manner and meet specific and recurring deadlines; follow current policies and procedures and develop and implement new policies and procedures; communicate effectively verbally and in writing; develop effective working relationships with fellow employees, the public, and town leadership; deescalate, calm, and provide solutions to customers while maintaining proper etiquette while representing the town in a professional manner at all times.

**Special Qualifications**

Must be bondable to a dollar amount prescribed by statute.

Certified Municipal Treasurer and/or Certified Public Finance Administrator (CPFA) certification preferred but not required.

**Work Environment**

Tasks will be completed in a normal office environment; physical demands may occur in activities related to walking, standing, stooping, sitting, and reaching; job functions require seeing, talking, hearing, operating office and computer equipment and communicating in person, by phone, or through email; a significant amount of time is spent viewing computer screens and keyboarding for data input and analysis; mental application utilizes memory for details, emotional stability, adaptive thinking, and creative problem solving; considerable exposure to high stress may occur as a result of stringent payroll and utility billing processing and reporting deadlines.