# City of Lawrenceburg

## Position Description

| | |
|---|---|
| Position: | Treasurer |
| Pay Type: | Salary |
| Pay Classification: | Full-time |
| Pay Grade: | 25 |
| Department: | City Hall |

**Responsible To:** Mayor

**Position Summary:**
Performs administrative work conducting the daily business activities of the city including financial management. Prepares budgets and implements city policies. Has official responsibility for accounting for all receipts and disbursements in regard to city funds. Prepares a variety of financial records. Is responsible for payroll and investments.

**Duties/Responsibilities:**

- Drive the city's financial planning.
- Perform risk management by analyzing the city's liabilities and investments.
- Ensure cash flow is appropriate for the city's operations.
- Ensure compliance with the law and city's policies.
- Manage and oversee all financial affairs for the city.
- Directing accounting policies, procedures and internal controls.
- Recommending improvements to ensure the integrity of the city's financial information.
- Managing or overseeing the relationship with independent auditors.
- Manage incoming payments.
- Deposit received funds.
- Write outgoing disbursements.
- Document all financial transactions.
- Manage formal reports and city bank statements.
- Plan and ensure adherence to the pre-determined financial budget for the year.
- Meet with the finance committee.
- Manage all accounts payable functions for the city.
- Prepare financial reports for the city council, mayor and department supervisors.
- Prepare and document all deposit transfers.
- Prepare required government reports.

- Process bi-weekly payroll.
- Calculate payroll deductions and garnishments and submit timely.
- Close out appropriate month/quarter and annual applications.
- Process all payroll insurance changes.
- Attend city council meetings.
- Reconcile all revenue to bank deposits.
- Balance and fund benefits for employees.
- Record all electronic fund transfers.
- Submit all journal entries quarterly to mayor.
- Calculate and submit quarterly transfers to tourism and 911.
- Calculate and record salary changes after proper approval.
- Record payroll changes as applicable (i.e., Retirement/deferred compensation/vacation/holiday/sick).
- Prepare the annual audit in accordance with governmental accounting standards.
- Calculate required equity and financial ratios for lenders and audit.
- Transfer and store prior files.
- Calculate KLEFPF for police officers.
- Oversee required audit submissions and if required certify federal data submission form.
- Track all revenues for completion.
- Publish required audit reports in local newspaper.
- Reconcile cemetery trust fund.
- Calculate investment collateral.
- Submit unclaimed deposits to Kentucky Treasurer.
- Reconcile customer deposits.
- Maintain fixed asset detail reports.
- Upload payroll tax tables for accounting software.
- Invoice local financial institutions for franchise taxes.
- Submit annual financial disclosure form.
- Submit required documentation to workers compensation auditor.
- Submit financial information for 911 annual report and bi-annual review process.
- Review annual insurance policies.
- Administer applicable federal grants.
- Submit annual information to Moody's for ratings.

**Required Skills/Abilities:**

- Skill in the use of computer keyboard, typewriter, calculator and other office equipment.
- Ability to make mathematical computations with speed and accuracy by hand or machine.
- Ability to prepare and maintain accurate financial records and reports.
- Ability to complete job tasks within established time periods.

- Ability to firmly but tactfully and courteously deal with the public in difficult situations.
- Ability to establish and maintain effective working relationships with officers and employees, and the general public.
- Mental alertness and attention to detail and accuracy.

**Education and Experience:**

- College graduate with a bachelor's degree or technical college degree with similar years of experience in accounting, finance or a related field preferred.
- Course work in computer systems and software applications.
- Minimum of five years of progressively responsible financial management experience including at least two years of experience using an automated system.
- Must possess an ability to communicate effectively both orally, and in writing.
- Experience in office organization also desirable.

**Physical Requirements:**

- Walking, twisting, stooping, and bending on a regular basis.
- Must be able to sit at a workstation for an extended period of time.

**EEO Disclaimer:**

The City of Lawrenceburg provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other trait or characteristic protect by federal, state, and local laws.

This policy applies to all aspects of employment, including recruitment, hiring, placement, promotion, discipline, demotion, termination, layoffs, recalls, leaves of absence, training, compensation, and benefits.

---

The City of Lawrenceburg position descriptions are not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.