

Town of Ignacio  
Job Description

**TOWN TREASURER**

Supervisor: Town Manager  
Department: Administration  
Revised: 03/26/2012

FLSA Status: Non Exempt  
Position Status: Full Time

**POSITION SUMMARY:** Performs a variety of routine and complex clerical, accounting, finance and administrative work in maintaining the fiscal records and systems of the Town.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manages investment of Town funds in accordance with investment policies and goals, and local, State and Federal regulations.
- Maintains auxiliary cash controls for investing, balancing, and other related accounting activities.
- Codes receipts, reconciles daily cash, and keeps such records as needed to verify cash balances.
- Establishes and maintains records needed for bond payments.
- Maintains accounts receivable records and performs necessary follow-up on collections.
- Reconcile general ledger to various cash reports.
- Prepares periodic financial, statistical or operational reports as assigned.
- Gathers, interprets, and prepares data for grants, studies, reports and recommendations.
- Prepare, manage and execute annual budget.
- Prepares payroll and accounts payable for vendors and grants.
- Prepares taxes.
- Performs other job related duties as required or requested.

• **QUALIFICATIONS:**

- Associate in Arts degree (2 year college) in Business or related field.
- Accounting and/or bookkeeping background.
- Specialized college course work in accounting, general office practices, or data processing.
- Two (2) years of increasingly responsible related experience.
- Working knowledge of computers and electronic data processing and governmental accounting principles and practices.
- Skills in operating personal computer, including word processing and spreadsheet software, 10-key calculator, phone, fax, and copy machine.
- Must possess valid State driver's license and be insurable under the Town vehicle insurance policy.

**LANGUAGE SKILLS:** Must have the ability to communicate clearly and accurately, orally and in written format.

**MATHEMATICAL SKILLS:** Must have the ability to perform arithmetic computations accurately and quickly.

**REASONING ABILITY:** Must have the ability to establish and maintain effective working relationships with town officials, town staff, co-workers, and the public.

**PHYSICAL REQUIREMENTS:**

- The employee is frequently required to sit and talk or hear.
- The employee is occasionally required to walk, use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Adequate hearing is required to hear/talk with all individuals and to use communication devices and telephones on a consistent basis.

**WORK ENVIRONMENT:**

- Noise level in the work environment is usually moderately quiet.
- Work will involve communication with the public and town employees on a daily basis, including telephone as well as face-to-face interaction.

**STATEMENT OF UNDERSTANDING**

I have read and understand the above position descriptions. I assert that I am able to perform the essential job functions, meet the physical requirements of this position, and satisfy the expectation for regular attendance.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Manager Approval

\_\_\_\_\_  
Date