

CITY OF AVON
CLASSIFICATION SPECIFICATION
 An Equal Opportunity Employer

Classification Title:	Treasurer	Civil Service Status:	Unclassified
Department:	City Council	FLSA Status:	Non-Covered
Immediate Supervisor:	Council President	Bargaining Unit Status:	Excluded
Employment Status:	Part-Time	Positions Supervised:	0

JOB RESPONSIBILITIES:

Performs other related duties as required

Under direction, maintains records of expenditures and receipts; reconciles accounts; co-signs checks and fund expenditures; approves payroll expenditures and debt service payments.

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed. An example of an acceptable qualification for this position:

Completion of secondary education (high school or GED), supplemented by courses in bookkeeping and/or accounting, office practices and procedure, and business equipment operation, plus two (2) years bookkeeping/accounting experience, or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

LICENSURE OR CERTIFICATION REQUIREMENTS

ILLUSTRATIVE DUTIES (The duties listed below are intended to depict tasks performed by this classification)

1. Enters expenditures and receipts into computer/appropriate software on a monthly basis; balances expenditures, receipts and fund balances with Finance Department records; prepares monthly fund report/balance sheet and distributes to City Council members.
2. Reviews supporting documentation and co-signs all checks and other disbursements made via ACH or wire transfer; co-authorizes all payroll disbursements; approves all debt service payments.
3. Reconciles all on-line utility payments, including credit card and ACH payments at least weekly.

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Classification Title: Treasurer

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4. Prepares bank reconciliations on a monthly basis; balances outstanding checks with Finance Department records; provides Accounts Payable Clerk with a listing of cleared checks.
5. Functions as an internal auditor of all City financial transactions. Provides documentation and information to City Council as requested.

KNOWLEDGE, SKILLS, AND ABILITIES necessary to perform duties (* indicates developed after employment)

Knowledge of: (1) basic accounting, (2) bookkeeping, (3) City financial policies and procedures,* (4) office practices and procedures.

Skill in: (5) computer operation, (6) adding machine or calculator operation, (7) use of software utilized by City.*

Ability to: (8) carry out instructions in written, oral, or picture form, (9) deal with problems involving several variables within familiar context, (10) define problems, collect data, establish facts, and draw valid conclusions, (11) exercise independent judgment and discretion, (12) calculate fractions, decimals, and percentages, (13) prepare accurate documentation, (14) communicate effectively, (15) maintain records according to established procedures, (16) develop and maintain effective working relationships.