

**CITY OF SALINE  
JOB DESCRIPTION**

**JOB TITLE: Assistant Treasurer – Treasurer’s Office**

**NON-EXEMPT**

**GENERAL SUMMARY**

Under the direct supervision of the Treasurer, performs various accounting duties and functions as they relate to carrying out the office of the City Treasurer’s responsibilities.

**ESSENTIAL DUTIES**

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not an exhaustive list of the duties which the employee may be expected to perform.

1. Accounts Receivable – Water and Sewer (utility billing)
2. Accounts Receivable – City and recreation invoicing
3. Tax and Special Assessment Process (Tax bill mailing and collections)
4. Bank Reconciliations
5. Cash Receipts (front window)
6. Miscellaneous Accounting and Bookkeeping
7. Payroll and Payables
8. Purchasing Process
9. Telephone Receptionist

**QUALIFICATIONS**

The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.

**Education:** Graduation from high school or its equivalent.

**Knowledge/Experience:** Two (2) years of advanced education and/or related job experience in an accounting field. Basic understanding of business math and accounting principles. Ability to work independently with minimal supervision. Proficiency with computer systems, smart-phones, and general office applications (Word, Excel, Access, Outlook), and the ability to master department-specific programs, including BS&A Software. Ability to deal with the public in both a polite and professional manner on the phone and in person.

**WORKING CONDITIONS AND PHYSICAL DEMANDS**

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job.

An employee in this position spends nearly all of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, talk on the phone or in person, or move around the office to complete administrative duties.

**SPECIAL NOTE**

It should be noted that this is an entry level position with the possibility of advancement to Assistant Treasurer II and III, depending on the number of skills that are achieved in the area of responsibilities.

Starting pay and all other pay advancement is in accordance with the prevailing Teamster's union contract.