



CITY OF **MOAB** UTAH

Qualifications:

- Bachelor's degree in business administration, accounting, public administration or related field, *and*
- Three (3) years of experience in an accounting, financial and supervisory capacity; *or*
- An equivalent combination of education and experience.

Required Skills:

- Working knowledge of the state and city codes, including requirements of the Utah Money Management Act and rules of the Utah Management Council, relating to the receipt, custody and the investment of public funds.
- Knowledge of the banking and investment principles and policies.
- Knowledge of accounting practices and procedures, record retention and management, computer capabilities, and applications and mathematics.
- Ability to read, understand, interpret and explain updated codes relating to treasurer's duties.
- Ability to coordinate the work of others.
- Ability to establish and maintain effective working relationships with employees, other agencies, and the public.
- Ability to communicate effectively, verbally and in writing.
- Ability to motivate, evaluate and assign work to and supervise employees.
- Must be bondable.
- Must complete the Utah Business License Certification within 5 years of employment

NOW HIRING: CITY TREASURER

The City of Moab is accepting applications for an outgoing, customer service-oriented individual to serve as City Treasurer.

Job Responsibilities

- Performs and oversees the receipt of all public funds and monies payable to the city and deposits all funds into the appropriate bank accounts.
- Prepares and files all reports required of the Treasurer by state and city codes.
- Keeps an accurate detailed account of all monies received in accordance with the Uniform Fiscal Procedure Act for Utah Cities and reconciles cash and investment accounts weekly to daily transactions.
- Evaluates, on a daily basis, the city's cash position to assure sufficient funds to meet the city's payable and payroll requirements.
- Invests available funds with qualified depositories;
- Co-signs all city checks along with the Purchasing Agent and Administration after determining sufficient cash flow.
- Oversees the balancing and correction of errors of all deposits and credit card settlements within the city.
- Performs all collection services for the city.
- Creates, updates, and maintains internal controls for the city for cash handling.
- Performs internal audits of cash-handling training as needed.
- Serves as the City's business license administrator and manages all responsibilities for this function.
- Works closely with the Finance Director, who supervises the Treasurer.
- Administers loans and ensures compliance with loan and bonding requirements.
- Monitors bond accounts, ensures availability of funds, and tracks reimbursements of bond proceeds.
- Conducts utility analyses for all services to ensure accurate billing and revenue.
- Monitors Treasurer budgetary expenditures.
- Prepares the annual Treasurer budget requests and submits to Finance Department.
- Handles day-to-day office administrative duties as needed.
- Often serves as the City's first contact with the public, and spends significant time interacting with residents, business owners and visitors alike.

To Apply:

Submit a formal application, cover letter and résumé through the City of Moab's "Employment Opportunities" link at www.moabcity.org