

**CITY OF CHEBOYGAN
JOB VACANCY**

TREASURER/FINANCE: The City of Cheboygan is searching for qualified candidates to fill the City Treasurer/Finance position under the supervision of the City Manager. This position directs and performs responsible administrative and accounting work. Oversees the collection and management of all funds owed to and held by the City, including grants. Maintains accurate records of all income, receipts, and disbursements. Maintains all general ledger accounting systems and performs all financial reporting. Responsible for the City's short/long term investments. Strong communication and computer skills are a must. A bachelor's degree in business, public administration, accounting, or a related field is preferred. The City, at its discretion, may consider an alternative combination of formal education and work experience. This is a non-union salaried position starting at \$55,000+/year with an excellent benefit package.

A cover letter, resume, salary history, and a completed city application (on City website) should be submitted by mail, email, or in person to the addresses below:

Application Pick-up/Drop-off/Mail:

City of Cheboygan - City Hall

Attn: Casey Clear

PO Box: 39

Cheboygan MI, 49721

Office: (231)-627-9931

Completed Applications emailed to:

cclear@cheboygan.org

City of Cheboygan
Job Description

City Treasurer/Finance

Reports to: City Manager

Supervises: Deputy Treasurer/Utility Biller

Position Summary:

Under general cooperation with the City Manager, directs and performs responsible administrative and accounting work. Oversees the collection and management of all funds owed to and held by the City, including grants. Maintains accurate records of all income, receipts, and disbursements. Maintains all general ledger accounting systems and performs all financial reporting. Responsible for the City's short/long term investments.

Responsibilities, essential duties, and functions:

An employee in this position may be called upon to do any or all of the following. These examples do not include all the duties which the employee may be expected to perform.

- Oversee payroll on City accounting systems, including monthly, quarterly, and year-end reporting & statements.
- Oversee centralized accounting and bookkeeping activities including accounts payable and receivable, payroll, cashiering, utility and tax billing, and related work.
- Maintain records of receipts, deposits, transfers, and account balances. Prepares summary reports including balance sheets, trial balances, operating statements, grant reporting, expenditure analysis and other statistical reports for the City Council, City Manager, and State and Federal regulatory agencies as required.
- Attend City Council meetings as required and develop monthly financial reports for the City Council on financial subjects of interest and review all budget related resolutions before being presented to the City Council for action.
- Manage the City's retirement programs and OPEB plans including funding strategies and actual valuation interpretations and act as benefits administrator.
- Preparation of annual audit and annual comprehensive financial report.
- Maintain City's Chart of Accounts in conformance with the State of Michigan uniformed Chart of Accounts.
- Prepare journal entries including year-end journal entries for GASB adjustments.
- Assist in the follow up on delinquent accounts including specific Acts (i.e., PILT, OPRA, Brownfield).

- Disburse tax money to appropriate accounts and balances tax rolls. Responsible for year-end reconciliation and transfer of delinquent real property to the County.
- Responsible for the assembly, coordination, and implementation of the City budget process.
- Oversee long-term financial planning including recommending fines, tax and rate adjustments to adequately fund City operations.
- Oversee the City's procurement and purchase order process.
- Special projects and reports as required by the City Manager.
- All other duties as required by the City Manager.

Knowledge, skills, abilities, and minimum qualifications:

- A bachelor's degree in business, public administration, accounting, or a related field.
- Considerable knowledge of the laws and regulations governing tax collection, payroll administration, financial recordkeeping, pension administration, insurance, and public investments.
- The City, at its discretion, may consider an alternative combination of formal education and work experience.
- Skill in evaluating and interpreting financial and statistical data, and making decisions and recommendations based on such information.
- BS&A software experience preferred, or the background to learn this software quickly.
- Ability to communicate effectively, present ideas and concepts orally and in writing, and make presentations in a public forum.
- Ability to establish and maintain effective working relationships and use good judgement, initiative and resourcefulness when dealing with employees, professional contacts, elected officials, and the public in a variety of situations.
- Ability to critically assess situations, effectively plan and implement plans, and work effectively under stress, with deadlines and changes in work priorities.
- Ability to attend meetings scheduled at times other than normal business hours.