



JOB ANNOUNCEMENT CITY OF TROY, AL EXTERNAL

CLASSIFICATION TITLE: Assistant to Treasurer

FLSA DESIGNATION: EXEMPT, UNCLASSIFIED

OPENING DATE: 09/27/2023

CLOSING DATE: 10/04/2023

Pay based on experience.

SUMMARY DESCRIPTION:

Under the general direction of the City Clerk / Treasurer, this position performs sometimes complex, varied administrative and operational functions necessary including, but not limited to relating to accounts payable, accounts receivable, cash collections, clerical duties, account reconciliation, fixed assets, and other governmental accounting or office functions. Works independently and requires a high level of attention to detail and accuracy.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Providing assistance to the office of the City Clerk / Treasurer, with special emphasis on the treasurer functions.

1. Assisting with accounts payable, accounts receivable, the purchase order process, as needed, at administrative level.
2. Reconciliation, balancing and maintaining records and reports of multiple accounts, to include but not limited to, vendor invoices, vendor statements, bank statements, credit card statements, sales tax, and other various financial transactions.
3. Prepare accounting entries to record various financial transactions.
4. Review daily computer system edit reports for accuracy; identifying discrepancies.
5. Perform technical accounting work according to established procedures / standards.
6. Perform special accounting projects as required; preparing and maintaining records; preparing and compiling documents for periodic and annual audits and various grants, and any special reports that may arise.
7. Perform financial analysis
8. Prepare financial reports / statements.
9. Performing related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

General / governmental accounting and audit principles, and procedures
General ledger and fund accounting
Modern office methods, practices, procedures, and equipment to include familiarity with computerized accounting methods and equipment.
Proper format of letters, memos, tables, forms, data entry, and organization.
Ability to work effectively with co-workers at all levels of the organization.
Ability and willingness to maintain a courteous, professional approach when handling the public and problems that arise.
Ability to promote teamwork.

Skill in:

Written communication to include preparing written reports.
Oral communication to include speaking with staff, citizens, and officials in order to give and receive information in a professional and courteous manner.
Analyzing, compiling, and summarizing a variety of financial and statistical data and materials.

Mental and Physical Ability to:

Analyze and interpret financial accounting records and to prepare accurate, complete and timely financial reports and statements.
Present information in a clear and concise manner.
Read, comprehend, and interpret technical information and instruction to include IRS guidelines, Federal and State guidelines to ensure compliance with all financial reporting requirements.
Set and example for and gain the respect of co-workers, customers, and the public.
Demonstrate integrity, professionalism, and ethical conduct in dealing with coworkers, vendors, and the public.
Work independently with moderate supervision to include scheduling and prioritizing work, motivating self, and determining when tasks require the assistance of others.

MINIMUM QUALIFICATIONS – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

1. Bachelor of Science in Accounting
2. Master of Accountancy
3. CPA (preferred)
4. Two (2) to five (5) years' experience in general ledger / fund accounting.
5. Experience with Governmental Accounting
6. Audit experience
7. Skilled in analysis
8. Experience in preparation of financial statements
9. Experience with governmental accounting software (InCode)
10. Must have a valid Alabama Driver's License, a good driving record.
11. Must submit to and pass a pre-employment physical, and drug and alcohol screening.
12. Prior to employment offer, position subject to satisfactory background check.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification but are determined by the normal requirements for the particular position.

Essential Physical Abilities
Work is primarily performed in an office setting. The employee occasionally lifts light objects weighing less than 24 pounds.
Supervisory Control
The City Clerk/Treasurer assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
Guidelines
Guidelines include City of Troy Personnel Policies and procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific but may require some interpretation in application.
Complexity
The work consists of related clerk/treasurer duties. The large number of policies, procedures, laws and regulations to be followed contributes to the complexity of this position.
Scope & Effect
The purpose of this position is to provide support to the City of Troy Clerk/Treasurer and to act under his supervision. Success in this position results in greater effectiveness of the City Clerk/Treasurer's processes and services.
Personal Contacts
Contact are typically with employees, co-workers, elected officials, candidates, vendors, and members of the general public.
Purpose of Contacts
Contacts are typically to give or exchange information, resolve problems, and provide services.
Work Environment
The work is typically performed in an office.
Supervision Exercised
None

NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Some travel required.

Successful applicant is required to pass physical examination and drug test and have a valid Alabama Drivers' License. Position is subject to satisfactory background check.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD

LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

City of Troy
Human Resources Dept.
Troy, Alabama

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION.

The City of Troy is an Equal Opportunity Employer.