



Updated 6/10/26.

Treasurer

Reports to

Mayor

Job Overview

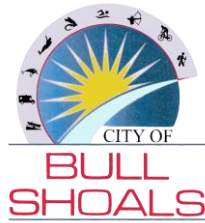
This is an elected four-year position.

The Treasurer is responsible for the fiscal records and accounts. Oversee all financial transactions going in or out of bank accounts. The primary duties include budget planning, financial reporting, record-keeping, and managing incoming and outgoing funds.

Responsibilities and Duties

- Maintain fiscal records and accounts.
- Perform budgeting duties, such as assisting in budget preparation, expenditure review, or budget administration.
- Financial planning and budgeting, in association with the mayor and Budget Committee.
- Financial reporting.
- Banking, bookkeeping and record-keeping.
- Develops budget, account, and financial statements for the mayor.
- Laise with designated staff about financial matters.
- Ensure that appropriate financial systems and controls are in place.
- Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies.
- Supports preparation and presentation of budgets for new or ongoing work.
- Present revised financial forecasts based on actual spending.
- Manage bank accounts.
- Set up appropriate systems for bookkeeping, payments, and financial record.
- Ensure everyone managing money keeps proper records and documentation.
- Ensure proper records are always kept.

Expectations



- Communicate with all areas of city government and offices.
- Collaborate closely with the mayor in all aspects.
- Ensure bank accounts are current and correct.

Qualifications

- Accounting classes or equivalent in business experience and accounting software.
- Must have strong grammar, spelling, reading, and writing skills.
- Excellent communication skills.
- Ability to work individually or in a team.
- Exceptional attention to detail.
- Time management and ability to multi-task.
- Communication skills
 - Must be able to explain policies and procedures clearly.
- Integrity
 - Must be trusted to adhere to applicable confidentiality and privacy rules.
- People skills
 - Must understand and communicate information effectively to establish positive relationships.
- Organizational skills
 - Must be able to retrieve files and other information quickly and efficiently.