

City of Whitewater

201 S. Elm Street
P.O. Box 149
Whitewater, KS 67154
316-799-2445



City of Whitewater Job Description

City Treasurer

Position Overview

A small town Treasurer is responsible for managing the financial affairs of the municipality. This employee must have a strong understanding of accounting principals, financial management and a high level of integrity.

The Treasurer will work under the supervision, but more along-side the City Clerk. As City Treasurer you will oversee the town's financial records, budgets, investments, and financial planning to ensure fiscal stability and compliance with relevant regulations.

Completion of accounts for all city revenues, deposits and monthly, quarterly, annual financial reports. Primarily responsible for the investing of the City's idle funds, requisitions, and working along-side the other city employees.

The City Treasurer may have to assist the City Clerk, on occasion, by answering phones, maintaining a manageable filing system, assisting in billing or payroll, and assuming some of the City Clerks responsibility in their absence.

REQUIREMENTS:

Experience

- Municipal Accounting
- Basic Investment Tools & Methods
- Quickbooks & Excel

Education/Licenses

- High School Graduate
- Experience Equivalent/ Education of Two Years of College in Financial Administration - preferred
- Governmental Accounting
- Valid/Current Divers License

Technical Skills

- Knowledge of Governmental Accounting
- Financial Reporting
- Investing
- Banking Procedures
- Municipal Financial Policies

Decision Making

- Regarding Daily Money Transactions
- Make Recommendations on Investments

Accountability

- Accountable for All Revenues & Deposits
- Making Investments & Banking Transactions
- Ensures Funds are Available
- Reconciling Financial Reports

Physical

- Basic Office Activities