



INCORPORATED 1891
PAYETTE *Idaho*

The City of Payette is accepting applications for a City Treasurer. This position performs a variety of administrative and professional duties related to the directing, controlling, and monitoring City revenues and expenditures.

Works under the general guidance and direction of the City Administrator.

POSITION SUMMARY:

Under general supervision, performs a variety of difficult, responsible, confidential and specialized administrative and office support functions. This position creates and maintains specialized reports, records and files required in connection with department work processes; interacts with City personnel and the public on technical matters. Assists with all aspects of the department's operations. Required to attend and perform clerk duties for numerous meetings including, but not limited to evening meetings. Requires advanced skills including attention to detail, excellent English/grammar, and sound judgment. Provides administrative support under the supervision of the City Administrator.

POSITION RESPONSIBILITIES:

An employee in this position may be called upon to do any or all of the following essential job functions. These examples do not include all of the duties the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Performs, with a considerable degree of independent accountability, difficult technical and administrative work in support of a department's core functions and processes.
- Completes required documents to submit to auditor as required to complete annual audit.
- Maintains accurate, monthly bank reconciliation of all accounts.
- Maintain accurate accounting and complete biweekly accounts payable in a timely manner.
- Performs or provides support and assistance in utility billing, payroll, accounts payable and a variety of licensing.
- Processes employee and elected official's payroll and prepares monthly, quarterly and annual federal and state payroll reporting.
- Assists with Benefits Administration to include:
 - Ensuring employees understand benefit package and elect coverage
 - Managing all employee related records
 - Routinely assists employees with benefit questions
- Receives and screens visitors and/or telephone calls, providing general and specialized information regarding departmental functions that may require the use of judgment, tact and sensitivity and the interrelation of policies, rules and procedures.
- Processes and prepares year-end close-out and generates 1099's for tax purposes.
- Skillfully handles complaints and inquiries; researches and responds to requests or refers complaints and requests to staff when warranted.

- Designs, organizes and maintains specialized and custom forms, records, reports, files and logs to support technical work processes in areas of assigned responsibility.
- Creates, maintains and updates files; removes and archives inactive records or files.
- Drafts and/or types committee agendas, follow-up agendas, minutes, resolutions, ordinances and reports and assembles agenda packets for assigned committee(s) ensuring all information is accurate and complete.
- Performs other administrative support functions for managers, supervisors and staff.
- Schedules assigned appointments, meetings and conferences; coordinates arrangement, and sets up meeting rooms.
- Composes correspondence, reports and informational materials.
- May dispatch department personnel to sites and respond to incoming calls.
- May provide backup support and assistance to other departmental administrative support staff as needed.
- Maintain accurate inventories of equipment and/or supplies.
- May plan, organize, communicate and implement special City and department events.
- Performs other duties as assigned.

KNOWLEDGE, EXPERIENCE, and TRAINING REQUIREMENTS

Requires education and/or experience to attain the following:

- High School Diploma or GED.
- 1 - 2 years of general clerical experience and/or equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.
- 1 – 2 years payroll experience to result in considerable knowledge of payroll administration.
- 1-2 years human resource and administrative experience, preferably in municipal environment, to result in working knowledge of Human Resources issues, policies, practices and procedures.
- Ability to type minimum of 35 words per minute.
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language.
- Ability to understand and follow oral and/or written policies, procedures and instructions.
- Ability to demonstrate professional public contact and phone etiquette.
- Good working knowledge of modern office procedures, methods and computer equipment.
- Ability to demonstrate basic business letter writing, report preparation, and basic principles and procedures of record keeping.
- Ability to establish and maintain effective working relationships with other Department and City employees, property owners, businesses and the public.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability to tactfully respond to requests and inquiries from the general public, upset customers and City staff members.
- Ability to problem solve and work independently in the absence of supervision.

- Ability to demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.

LICENSING and OTHER SPECIAL REQUIREMENTS

All applicants must be able to successfully pass City of Payette background check processes which include reference checks and criminal history checks. Applicants must be able to pass, or have:

- Valid Idaho driver's license
- Driving record check
- Education verification

WORKING CONDITIONS

The work environment is office environment conditions which includes sitting for extended periods of time and lifting objects up to 34 pounds.

Must be able to perform the following duties with or without accommodations:

- Must have sufficient clarity of speech and hearing which permits the employee to communicate effectively.
- Must have sufficient vision, permitting the employee to make observations.
- Must have sufficient manual dexterity which permits the employee to operate office equipment.
- Must be able to talk and hear via telephone and in person.

TRAVEL REQUIREMENTS:

- Local travel may occasionally be required. Must hold a valid driver's license and good driving record.

Disclaimer:

Incumbent must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

The City of Payette is an equal opportunity provider. Interested applicants are strongly encouraged to apply. The job will be open until filled and rate of pay is DOE. Current City

employees may complete an application available at City Hall. Applications are available at City Hall or on the City's website at www.cityofpayette.com. All applications must be submitted at Payette City Hall, 700 Center Avenue, Payette, ID 83661.