



**Murray City**  
**is now accepting applications for**  
**CITY TREASURER**

**Opening Date:** 04/21/2022

**Closing Date:** Open until filled (application review begins 05/08/23)

**Salary:** \$2,796 - \$4,243 bi-weekly DOE

**Status:** Exempt

**Department:** Finance

**General Description:** Under the general supervision of the Controller, performs administrative duties in receiving, accounting for, depositing, and investing city funds and custody of city cash and investments. Performs general accounting duties including reporting and analysis.

**Minimum Requirements:**

- Bachelor's degree in public administration, business administration, accounting, and/or related field required; two (2) years of experience in accounting and investing; or any equivalent of education and experience.

**Special Requirements:**

- Must be bondable in the amount set by the Utah State Money Management Council for Public Treasurer.
- Must have a valid Utah Driver License.

**Cash Management Duties:**

- Performs and oversees the receipt of all public funds and monies payable to the city and deposits all funds into the appropriate bank accounts.
- Evaluates, on a daily basis, the city's cash position to assure sufficient funds to meet the city's payable and payroll requirements.
- Oversees the balancing and correction of errors on all deposits and credit card settlements within the city.
- Coordinates all collection services for the city. Works with the appropriate departments and personnel for remedies; sends demand letters and works with collection company to collect final payments.

**Investments Duties:**

- Determines the amount of idle cash and provides for its investment in accordance with the Utah Money Management Act to maximize rates of return for the city and maintains records and portfolio for all city investments.

**Banking Duties:**

- Manages the banking, credit card, and other payment-related contracts and services. Maintains positive working relationships with companies and works to ensure fees are appropriate and appropriate investment opportunities are being provided.
- Promotes and implements technology-related solutions for all banking services including, but not limited to, bill presentation, cash receipting and payments from the City to vendors.

**Internal Controls Duties:**

- Creates, updates, and maintains internal controls for cash-handling within the City.
- Performs internal audits of cash-handling, petty cash funds, and provides training as needed.

**General Duties:**

- Assists in general accounting duties including preparation of year-end financial statement and annual budget.
- In conjunction with the Controller, performs reporting and analysis on revenue and/or expenditures, including preparing forecasts.
- Performs other duties as necessary.

A complete list of essential duties and minimum qualifications can be viewed on the job description which can be found at [www.murray.utah.gov](http://www.murray.utah.gov)

**Benefits:**

- Pension through Utah Retirement System
- Medical, dental, vision, life insurance
- Vacation – 20 days/yr; sick leave – 12 days/yr; 14 paid holidays
- Tuition reimbursement

**Application Instructions:** Qualified applicants must complete a Murray City employment application online at <https://selfservice.murraycity.org/ess/>. If you do not have access to a computer, you may come to the Murray City Human Resource Office located at 5025 South State Street, Murray, UT between the hours of 8:00 am to 5:00 pm Monday-Friday.

**Note:** In the interest of workplace and public safety, all offers of employment are contingent upon successful completion of a chemical screen for the purpose of detecting the presence of alcohol and/or controlled substances in the body. A background check is conducted if the candidate is over 18 years of age.

*Murray City is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, sex, national origin, religion, age, marital status, sexual orientation, gender identity, genetics, disability, veteran status or any other status protected under local, state or federal laws.*