



NIBLEY CITY

City Treasurer/Utility Billing Supervisor

Salary: \$44,000 to \$65,000/year DOQ, with full benefits

Deadline: Open until filled

Hours: Full-Time

Position

Under the supervision of the City Manager, the Nibley City Treasurer administers receiving, accounting for, depositing, and investing City funds and custody of City cash and investments. The Utility Billing Supervisor is responsible for overseeing the maintenance of the city's utility billing records and accounts, cash receipting and customer service.

Job Duties/Functions:

- Co-signs all City checks after determining that a sufficient amount is on deposit in the appropriate bank account of the City to honor the check.
- Custodian of all monies, bonds and other securities of the City.
- Determines the cash requirements of the City and provides for the investment of all idle cash in accordance with the "Utah Money Management Act."
- Generate and review reports as necessary.
- Keeps an accurate detailed account of all monies received in accordance with the "Uniform Fiscal Procedure Act for Utah Cities" and reconciles the accounts with accounting personnel.
- Maintain financial related records and files.
- Maintains records and portfolio for all City investments.
- Monitor and reconcile cash till and cash fund.
- Maintains membership in Utah Association of Public Treasurers.
- Performs related duties as necessary. Assist vendors, departments, and employees by providing fiscal information, explaining procedures and answering questions.
- Performs utility account collection activities.
- Prepares accounts receivable billings when required.
- Prepares and files all reports required of the Treasurer by State and City codes.
- Process applications for Business Licenses and mail out annual renewal notices for Business Licenses.
- Produces letters, memoranda, reports, tabulations and other materials as requested.
- Provides reception services at city hall by answering telephone, fax machine, public works radio/cell phones and personal inquiries.
- Receives all public funds and monies payable to the City, including all taxes, licenses, fines, utility payments, intergovernmental revenues and special assessments, and deposits said money in the appropriate bank accounts.
- Supervise collection and receipting of all dishonored checks given to the City. Coordinate with the City Attorney's Office and other departments for remedies; sends demand letters and works with collection company to collect final payments.
- In charge of maintenance of utility billing records for the city utilities; processes billings.
- Balance cash and receipts; prepare deposits.
- Collect cash payments from customers and record on cash receipt forms.
- Compile and prepare appropriate data for account receivable billing; ensure accuracy of data for billing purposes.
- Creates new utility accounts for new subdivisions/houses. Processes open and close requests for service forms.
- Generate reports as necessary; review for accuracy.
- Handle other bookkeeping and accounting functions when required.

- Monitor delinquent Utility Billing accounts and prepare shut-off notices.
- Keeps Resident Information Sheet up-to-date and maintains utility webpage.
- Prepares monthly meter reader information and assists meter readers in obtaining accurate information.
- Print month end utility reports.
- Process all other Cash Receipts into financial computer system.
- Process all Utility Billing information and Utility Billing cash receipts on a daily basis.
- Process and update all online payments on a daily basis.
- Process utility payments and other revenue payments; posts in Cash Receipting program to General Ledger.

Other Duties:

- Help organize and coordinate the front desk for special events (Heritage Days, recreation events, etc.).
- Keep building permits organized and submitting reports to the county.
- Inputting work orders.
- Special assignments from City Manager.

Education and Experience

An associates or bachelor's degree with emphasis in accounting, bookkeeping, finance and investments and two (2) years of experience in bookkeeping and investing OR equivalent of education/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's License.

Receive and maintain national certification administered by Municipal Treasurers Association of the United States & Canada.

Knowledge, Skills, Abilities

- Able to type at the rate of 40 words per minute.
- Acceptable office practices, procedures and use of standard office machines.
- Accurate record keeping, organization and maintenance of City files.
- Bookkeeping principles and practices.
- Computer/word processing data input procedures.
- Experience working with Caselle is preferred.
- Establish and maintain effective working relationships with staff, citizens and general public.
- Knowledge of business English, spelling and arithmetic.
- Learn assigned clerical tasks readily within a reasonable training period, and to adhere to prescribed departmental procedures.
- Make routine arithmetic computations accurately and with reasonable speed.
- Preparing and understanding daily, periodic and special reports.
- Providing good customer service to public and co-workers.
- Researching, compiling and summarizing various informational materials.
- Understand and carry out oral and written instructions.

Physical/Environmental Demands

- Employee is required to work at a desk and a computer throughout the work day with occasional breaks.
- Employee is required to be able to communicate effectively with co-workers, residents and customers at the front desk and over the phone.
- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.

- Talking, hearing and seeing are required in the daily performance of job duties.
- Employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving.
- Periodic travel is required in course of performing portions of job functions.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Instructions

Interested applicants should email a résumé, including a list of professional references, with the subject line: "City Treasurer" to Nibley HR Director Cheryl Bodily at: cheryl@nibleycity.com

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs and direction of the City by the City Council and requirements of the job change.

Nibley City is an equal opportunity employer and will not discriminate on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, or on the basis of physical or mental disability unrelated to the ability to perform the work required.