

## TOWN OF FAIRPLAY, COLORADO

### Treasurer

**Department/Division:** Administration/Finance  
**Work Location:** Town Hall, 400 Front Street, Fairplay, CO  
**FLSA Status:** Exempt  
**Effective Date:** May 4, 2009  
**Revision Date:**

### **GENERAL STATEMENT OF DUTIES**

Performs and administers a wide variety of financial duties. Performs administrative duties in the human resources and risk management areas. Performs a variety of accounting and clerical duties in the utilities billing department.

### **ESSENTIAL DUTIES**

*The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Fairplay retains the right to modify or change the essential and additional functions of the job at any time.*

- Serves as Budget Officer for Town. Prepares and submits annual budget to Town Administrator and Board of Trustees, in compliance with State Budget laws. Administers and advises Town Administrator on enforcement of said budget. Prepares public hearings notices as necessary for budget purposes and drafts necessary resolutions and/or ordinances adopting the budget. Meets all statutory deadlines.
- Supervises and prepares accounting records and data including, benefits, investments, bonding, leases, banking services, payroll, general ledger, disbursements, receipts, deposits, and taxes.
- Attends Board of Trustees meetings as necessary. Prepares all expenses to be presented for approval for payment. Advises the Trustees on financial matters of the Town.
- Works with auditors in preparation and conduct of annual audit. Reviews and researches issues in response to requests from the auditors in regards to the Town's finances.
- Administers, in conjunction with the Town Administrator, the human resources function by providing benefit procurement, plan administration, and employee orientations.
- Conducts and prepares financial reports for the Board of Trustees and Town Administrator.
- Works with the Town Administrator regarding preparation and administration of all financial grants.

- Administers insurance claims. Assists the Town Administrator with employee relations issues and employee related legal issues.
- Administers, in conjunction with the Town Administrator, the risk management program for property, casualty, liability, and workers compensation insurance.
- Prepares bank reconciliation for all Town bank accounts.
- Supervises and maintains accounting records systems.
- Maintains accurate user records on the computer utility billing system. Posts meter readings into system, and checks meter readings for accuracy. Researches customer questions and requests.
- Generates and coordinates mailing of monthly utility billing statements.
- Posts charges to the utility billing system and prepares and invoices and collects other utility department fees (ie: water taps, water connection materials, etc.).
- Maintains list of and corresponds with delinquent utility customers. Certifies delinquent users to the County Treasurer for lien placement.
- Performs software administration duties for the utility billing software.
- Maintains a record of activities, fees, accounts payable and receivable for the utility fund.
- Balances and reconciles all monetary transactions of the Town.
- Answers the phone, greets and offers assistance to general customers.

### **ADDITIONAL DUTIES**

- Acts as Town Clerk in their absence.
- Performs all other duties as may be assigned or required by the Board of Trustees and the Town Administrator.

### **REPORTING RELATIONSHIPS**

#### **Supervision Received:**

General direction is provided by the Town Administrator. Appointment to office is made by the Board of Trustees.

#### **Supervision Exercised:**

May have direct supervisory accountability for all positions, employees, operations, and activities within the Finance function.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Education and Experience:**

Any combination of education and experience equivalent to the completion of an Associates Degree supplemented by additional accounting or financial administration coursework and at least six years of increasingly responsible management experience in finance (preferably governmental accounting). Bachelors Degree in Accounting, Finance, Business Administration or related area preferred. These requirements are subject to change by the Board of Trustees on a case-by-case basis.

**Special Qualifications:**

None.

**Knowledge of:**

- Organization services and community resources.
- Spreadsheets and word processing software, and computerized or automated accounting software.
- Budget Law pertaining to Statutory Municipalities.
- Federal and State Employment Law.
- Governmental accounting practices.
- Higher levels of accounting calculations including interest, percentage, present and future value calculations, and bond calculations.
- English language, proper grammar, punctuation, and spelling in other oral and written communication. Current business letter writing techniques and methods.
- Operation of personal computers and related equipment and software including intermediate-level word processing, spreadsheets, and automated accounting software; preferably Casselle.

**Ability to:**

- Establish and maintain effective working relationships with other employees, representatives of other agencies and organizations, and members of the community.
- Communicate effectively both verbally and in writing.
- Maintain sensitive and confidential client information.
- Perform varied administrative tasks; determine relative importance of each, set deadlines, and complete projects accordingly.
- Interpret and apply a variety of department policies and procedures.
- Perform word processing work at sufficient level of skill to accurately complete a relatively heavy workload in a timely manner.
- Perform data entry and verification work at sufficient level of skill to accurately complete a relatively heavy workload in a timely manner.
- Apply appropriate decision-making within scope of work procedures.
- Compose resolutions and draft legal documents.
- Analyze financial data and generate comprehensive reports and presentations

**EQUIPMENT USED**

Standard office equipment including, but not limited to, personal computer and associated hardware and software, telephone, copier, calculator, and fax.

**WORK ENVIRONMENT**

Work is primarily conducted indoors with occasional travel to external meetings. Incumbent experiences routine exposures and hazards of a typical office environment.

**PHYSICAL AND OTHER REQUIREMENTS**

- Visual and physical capabilities to work on computers and associated equipment for prolonged periods of time.
- Requires the ability to sit and perform administrative and computer work for significant periods of time.
- May involve the ability to move up to 25 lbs.
- Incumbent is frequently required to work after normal work hours to attend governmental meetings.

This job description has been reviewed and approved.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date