



**Job Title:** Deputy Treasurer  
**Department:** Finance  
**FLSA Status:** Exempt, Salaried, Full Time  
**Revised Date:** 7/20/21 (Council Approval)

### **Accountability**

Under the direction of the Finance Director/Treasurer and in compliance with State Statute and City Code

### **Job Summary**

Responsible for the accounts payable process and related duties; issuing cemetery deeds and maintaining related office records; processing and posting City department daily receipts; assists with and serving as backup for the preparation and maintenance of the utility billing records and related duties; backup for the preparation and maintenance of the fund accounting records and monthly financial statements; backup for bi-weekly payroll processing and related reports; backup for daily reconciliation of cash drawer

### **Essential Job Functions**

Responsible for the accounts payable process which includes the bi-weekly claim/check writing, entering invoices, check writing, mailing and filing paid claims, preparing credit card payment, recording and managing inventory records, maintaining depreciation records, maintaining sales tax records and filing sales tax returns, maintaining fuel excise tax records and filing related return, budget monitoring, maintaining vendor accounts including W-9's and filing year-end 1099's as required; preparation of annual Lodging Tax return; preparation of annual Waste Reduction NE Form 94; assists with the preparation and maintenance of accounting records, prepares requested claims documentation and other items during annual financial statement audit; exercise judgement to provide leadership, insight and guidance to Accounting & Finance Staff; serve as acting Treasurer in the absence of the Finance Director/Treasurer; serve as a backup for payroll including all reports for taxes, insurance, deductions and end of the year reports; serves as backup for the preparation of the Seward Airport Authority financial statements; serves as backup for month-end balances and financial statement preparation; assists with and serves as backup for Utility billing duties which include monitoring, preparation, distribution and maintenance of utility bills; operates the computer, typewriter, calculator, base radio, cash register, fax and copy machine in daily activities.

### **Additional Duties and Responsibilities**

Waits on walk-in customers and answers telephone calls; assists Department Heads with questions regarding accounting records, and reports; assists with bank reconciliation duties; assists in the maintenance of employee benefit records; performs other related duties as directed.

### **Knowledge, Abilities and Skills**

Ability to complete tasks on tight deadlines with accuracy; knowledge of basic accounting principles; experience working with Microsoft Excel; good communication skills required to effectively communicate daily with City employees and the public; ability to attend training sessions and/or conferences in town or out of town; ability to stand and/or sit for long periods of time.

### **Education and Experience**

Graduation from High School and five years of experience in accounts payable and related bookkeeping and accounting work; certification or designation in accounts payable is preferred; experience working with Microsoft Office 365 Suite is preferred; must be able to be bonded.

**Note:** *The statements herein 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 constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*