



Job Title: Deputy Treasurer
Department: Finance
FLSA Status: Exempt, Salaried, Full Time
Revised Date: See Below

Accountability

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

Job Summary

Primary responsibilities include oversight of the City's accounts payable process and related duties including processing and posting City department daily receipts; secondary responsibilities include issuing cemetery deeds and maintaining related office records; assisting with and backup of the utility billing office; assisting with and backup of the fund accounting processes and monthly financial statements; assisting with the daily reconciliation of cash drawer.

Essential Job Functions

Responsible for the oversight of the accounts payable process which includes the bi-weekly claims process, entering invoices, check writing, mailing and filing paid claims, managing credit card payments and statements, 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. Also responsible for the preparation of annual Lodging Tax return; 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; exercises judgement to provide leadership, insight and guidance to Finance Staff; serves as acting Treasurer in the absence of the Finance Director/Treasurer. Additionally, 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; assists with daily reconciliation of cash drawer.

Additional Duties and Responsibilities

Assists walk-in customers, answers telephone calls for general assistance and accepts utility service applications; assists Department Heads with questions regarding accounting records and reports; assists with bank reconciliation duties; may assist with LB840 loan processes; may assist with TIF loan payments; may perform other related administrative duties as directed.

Knowledge, Abilities and Skills

Significant knowledge of accounting principles, accounts payable, inventory and depreciation, sales tax, claims preparation, and vendor accounts. Ability to maintain professionalism with sensitive information and to keep confidential information confidential. Exceptional oral and written communication skills required to effectively communicate on a daily basis with City employees, particularly regarding items related to the accounts payable and inventory processes. Good customer service skills to professionally serve the public in person, by phone, or digitally. Ability to work independently under sometimes distracting conditions and to learn and interpret ever-changing rules, regulations, laws, and ordinances; ability to complete tasks on tight deadlines with accuracy. Ability to stand and/or sit for long periods of time with visual stamina and acuity adequate to review alpha/numeric data and spend long periods of time looking at a computer screen. Capability to operate basic office machines, such as copy machine, computer (Microsoft Office and other software), and cash register. Availability to attend trainings and/or conferences in- or out of town and to be available evenings as needed.

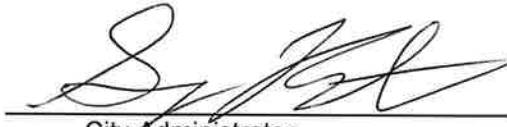
Education and Experience

Associate's degree in business administration, accounting, bookkeeping, or related field AND at least three (3) years of experience in accounts payable, accounting or bookkeeping; OR bachelor's degree in business administration, accounting, bookkeeping, or related field; at least three (3) to four (4) years' experience with various computer programs and function are preferred; certification or designation in accounts payable is desired; or any equivalent combination of experience and training deemed to be sufficient for the position.

Special Requirements

Shall obtain and maintain Notary Public certification through the State of Nebraska; must be able to be bonded.

Job Description Revision Approved:


City Administrator

10/9/26
Date

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.