



Human Resources Department
Forms And Documents

HRP-03 Effective Date: 3/31/2015

Date Posted: 07/27/2017

This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.

POSITION ANNOUNCEMENT

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date.

Applications for Employment will be accepted at the Fairhope City Hall Complex, 161 No Section St., Fairhope, Ala., Monday through Friday, from 9:00 AM to 3:00 PM. Applications may be mailed to: City of Fairhope, P.O. Drawer 429, Fairhope, AL 36533 ATTN: Human Resources or faxed to: (251) 929-0373.

Position Information

Job Title: City Treasurer Department: Treasury
 Job Status: Regular Full-Time Temporary Full-Time *If temporary, give required dates of service:*
 Regular Part-Time Temporary Part-Time *From: _____ To: _____*
Pay Grade: 28
Salary Range: \$59,062.82 - \$76,781.67

Position Description

General nature/purpose of work:

The City Treasurer is appointed by the City Council for a four-year term, and is charged with the oversight and management of all City financial assets, the safety and proper use of all City funds, including, but not limited to, the management of all cash disbursements by the City, monitoring of all revenues due to the City, and the oversight of all City of Fairhope cash accounts. .

Minimum Qualification Standards (Additional qualification standards are found on the job description.)

Knowledge, skills and abilities:

- Daily monitoring of bank accounts, confirmation of deposits of all cash received.
- Management to ensure timely payments of all City Accounts Payable; review and authorization of all A/P batches of invoices processed by the Treasury Department, with review for budget, general ledger coding, and payment terms
- Funding of weekly disbursements for City Accounts Payable
- Review of bi-weekly payroll cash requirements and funding for payroll
- Management of credit card processing agreements
- Preparation of all Requests for Proposals to financial institutions for any financing or services needed by the City; review of proposals received and recommendations to City Council
- Preparation and adherence to City Investment Policy
- Review and maintenance of insurance coverage on property, equipment, and vehicles owned by the City
- Documentation for funding requests to be placed on agenda for City Council meetings for discussion and vote,
- Preparation of monthly report to City Council and City Management of all check disbursements issued during the month,
- Attendance at City Council meetings and work sessions, prepared for clarification and questions on items placed on the agenda,

Education, experience and training:

- Graduation from high school or possession of a GED, **AND**
- A minimum of three (3) years experience in governmental accounting management, **AND**;
- Master's Degree in Accounting as well as a current Alabama CPA certification and license.
- Valid Alabama driver's license and ability to be insured by City insurance carrier.

Date of Announcement: 07/27/2017 Closing Date for Applications: Until Filled

The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.