

Job Title:	Treasurer	Job Category:	Accounting
Location:	Harris, MN	Travel Required:	No
Level/Salary Range:	\$23-\$31 per hour	Position Type:	Part time (24hrs a week)
HR Contact:	HR Contact	Date Posted:	3/21/2022
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	4/15/2022
External Posting URL:	https://harrismn.com/employment-opportunities		
Applications Accepted By:			
EMAIL: CLERK@HARRISMN.COM Phone: 651-674-7546		MAIL: City of Harris 43970 Ginger Ave. PO Box 111 Harris, MN 55032	
Job Description			
<p>Role and Responsibilities</p> <p>Performs skilled financial bookkeeping and record-keeping work for the City, carries out City Council decisions relating to financial and bookkeeping matters and performs related duties as required. This position works under the administrative oversight of the City Council.</p> <ul style="list-style-type: none"> Assists in developing and administering annual City budget, reviews proposed budget in detail with the City Council and monitors expenditures and receipts during the year. Prepares or generates financial reports for the City Council on the status of the budget. Prepares sales and use tax reports. Maintains and oversees the coding of accounts payable and receivable transactions and oversees entry into accounting system, verifies account information, organizes expenditures, and generates checks for bill payments Co-signs for Fire Department vouchers. Maintains financial records and prepares reports as requested by the City Council. Administers and oversees payroll function of the City. Assists outside auditing firm with annual audit. Reviews and balances accounts monthly and reconciles checking and savings accounts. Prepares spreadsheets to obtain breakdowns of financial data by fund, account number and object code. Receipts all funds received in the office. Prepares utility bills and handles problems, complaints, and delinquent utility accounts. Maintains current list of utility customers. Provides monthly bills with invoices and checks for City Council approval. Works with financial advisors on grant procurement and administration, investment of City funds and financing for City projects. Prepares reports on grants and ensures all regulations and rules are followed. Administers petty cash fund. Prepares the unpaid utility bill payments assessment for the City Council's approval. Attends workshops and conferences to keep up to date on municipal affairs as directed by the City Council. Processes payroll for City employees and makes monthly tax deposits. Prepares quarterly employment reports as required by the state and federal government. Any other duties delegated by the Harris City Council. <p>Qualifications and Education Requirements</p> <ul style="list-style-type: none"> Considerable knowledge of accounting, payroll and billing practices and procedures. Considerable knowledge of laws, rules and regulations affecting City government. 			

- Considerable knowledge of modern office practices, procedures and equipment including knowledge of computer operation and software packages.
- Working knowledge of municipal financial management and investment practices and procedures.
- Considerable ability to keep accurate and complete records and files.
- Considerable ability to communicate effectively, both orally and written, with City staff, county officials, elected officials, and the public.
- Considerable ability to prioritize work, research files and analyze problems and develop appropriate recommendations.
- Considerable ability to prepare a variety of financial reports.
- Considerable ability to type and enter information with speed and accuracy.
- Working ability to keep up to date with changing laws, rules, and regulations.

Desired Qualification

- Familiar with government accounting procedures
- Four-year BA degree in business or accounting

Minimum Qualifications

- Two years of accounting and bookkeeping experience using an automated system.
- Two-year degree in accounting or business.
- Education in finance, accounting or a related field may substitute for up to ½ of the experience on a one for one basis.
- Work experience may substitute for education requirements.

Additional Notes

- Flexible hours and days of work

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time