

Job Description

JOB TITLE: Deputy/Assistant City Treasurer
Reports to: City Administrative Officer

DIVISION: City of Anchorage

PREPARED BY: Renee Major **DATE:** 06/30/2021

SUMMARY: Directs the accounting and financial functions of the City by performing the following duties. Other duties may be assigned.

Accounting Performs most monetary transactions for the City (except deposit paperwork). Physically deposits all money into City accounts. Reconciles bank statements for all open accounts. Prepares all disbursements of funds. Enters vouchers payable and general journal entries into computer, prints checks for accounts payable in a timely manner, and maintains up-to-date vendor files. Invoices and accounts for collects real property taxes, franchise taxes, house alarm, surveillance bills, fees as directed, and prepares monthly delinquent notices as necessary. Maintains the City's general ledger for all funds.

Maintains equipment titles and license receipts on all vehicles. Maintains property, plant, and equipment schedule.

Monitors City's cash flow with the Mayor and the City Administrative Officer. Monitors cash flow requirements. Records all investment income and interest earned according to City investment policy.

Property Tax Assessment Information and Invoicing Assists the Tax Assessor in the preparation of City property tax assessments by obtaining a list of all Anchorage property owners who have moved in or out of the city during the last year. Records sale prices and previous assessments on all property owners. Prepares annual assessment notices. Calculates the annual compensating rate (HB44) calculation. Acts as the clerk of the Board of Equalization/Board of Tax Supervisors for the purpose of scheduling appointments, preparing documentation, finalizing meeting minutes and issuing resident letters of appeal decisions.

Assists City Attorney in preparing lists of tax delinquencies before asking the City Attorney to file liens.

Supplies information to closing attorneys, title companies, realtors, and homeowners concerning taxes due and paid. Research and answer residents' questions regarding financial and tax information.

City Budget and Annual Audit/Tax Returns Supplies financial information and data to the Mayor, Administrative Officer, and Police Chief, to prepare the City's budget.

Assists the City's external auditor with the preparation of the annual City audit and Form F65-Uniform Financial Information Report return. Is available to answer questions, and research files for substantiating documentation.

Prepares monthly financial report and check register report for Mayor and City Council.

Other When no one else is available in the office, acts as a representative of the City to the public who calls or visits City Hall with problems, questions, or complaints. Attempts to resolve the problem, question, or complaint. Represents the City, on the telephone or in person, in a friendly, competent and helpful manner by maintaining a thorough knowledge of Anchorage ordinances, rules and regulations in addition to overall knowledge of community affairs or by referring the individual to the proper authority.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree from four-year college or university with two to three years of accounting and budgeting experience; or three to five years of related experience and/or training; or equivalent combination of education and experience. Real estate knowledge is helpful but not required.

INFORMATION TECHNOLOGY SKILLS:

Moderate experience with database programs, such as Microsoft Excel, Peachtree Accounting (or related accounting software), and PayForward/One Source Payroll. Experience with property tax software or ASYST Tax would be helpful. Proficiency with Microsoft Email Outlook, Excel, and Word.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to solve algebraic formulas.

REASONING ABILITY:

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms or kneel.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Possible Additional Responsibilities at a future date

Payroll Supervises the preparation of payroll every other week. Verifies all deductions and withholdings. Researches and oversees compliance to tax laws.