



Job Title:	Municipal Treasurer	Department/ Location:	Finance
FLSA Classification:	Exempt	Date Drafted:	May 2025
Reports To:	City Manager		

Position Summary

This position oversees the finances of the city and supervises the finance department staff. The position is responsible for financial reporting and general accounting including, but not limited to, accounts payable, accounts receivable, payroll asset management, cash management, and revenue management. This position plans, organizes, and implements programs in compliance with City policy, legal regulations, Federal and State reporting standards, generally accepted accounting principles, and all other generally accepted government standards.

Position Responsibilities- Essential

This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Supervises Finance Department employees and performs necessary training, work assignments, evaluations, and counseling as appropriate.
- Maintains central accounting and financial reporting system(s) for the City in accordance with established, accepted accounting principles and practices, and in sufficient detail to produce accurate and effective cost, financial, and statistical data for management purposes.
- Manages the disbursement of City funds to include payroll and accounts payable in accordance with budgetary authority and legal requirements. Examines accounts, vouchers, and requests for payment, payroll documents, invoices, tax statements, general ledger entries, check registers, and related records as necessary in the maintenance and control of expenditures.
- Assists City Management on matters pertaining to accounting, cost, cost allocation, budgeting, auditing, and financial management.
- Prepares the City's annual requested budget; Reviews, evaluates, and makes recommendations on department budget requests, supplemental appropriations, and budgetary transfers; Assists City Management in preparing the final budget.
- Prepares the City ACFR (Annual Comprehensive Financial Report) in a manner that meets the highest standards of reporting.
- Prepares monthly, quarterly, and yearly financial reports and statements. Helps review and evaluate overall financial condition and keeps the City Manager advised. Prepares and reviews journal entries, issues periodic reports.
- Manages areas of ad valorem tax levy and collections reporting; Works with City Administration and county governments to properly calculate and establish annual millage.
- Receives and/or reviews assessment data, invoices, requisitions, and other vendor pay requests, reviews financial data from systems and advice from legal or other consultants.
- Refers to Accounting procedures, GASB statements, GFOA, State law, City code, South Carolina and Federal tax code, computer system data, and Human Resources and Procurement policies.
- Responsible for all accounting functions of the City, not only for the general governmental fund but also for the City's Water and Sewer Utility Enterprise Fund, TIF, Hospitality Tax, Accommodations Tax, and various other city-maintained funds.
- Ensures all bank reconciliations are completed in a timely manner



- Coordinates annual audit with city's accounting firm; Provides all information necessary for the completion of the annual audit.
- Attends conferences, training sessions, and meetings related to the management of city government.
- Attends city council meetings.

Position Responsibilities- Non-Essential/Other

- Other duties as assigned

Essential Skills and Experience

- Requires Bachelor's degree in accounting, finance, business administration, or a related field.
- Requires six to eight years of experience in governmental accounting or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.
- Requires gathering, organizing, analyzing, examining, or evaluating data or information and may prescribe action based on such data or information.
- Requires coordinating the activities of those operating complex software used for programming custom applications, and the application of custom or commercial financial, accounting, and administrative or other complex software or systems; may involve installation and testing. Involves operations of moderate scope.
- Requires performing coordinating work involving guidelines and rules with constant problem solving.
- Requires using algebra working with such factors as exponents, logarithms, linear and quadratic equations, differentiation and integration of algebraic functions, statistics applying such functions as frequency distribution, reliability, validity and correlation techniques, and finance and economics using financial and econometric models.
- Requires reading journals, manuals, and professional publications
- Ability to speak informally to groups of co-workers, staff in other organizational agencies, the general public, and people in other organizations; presenting training; composing original reports, training and other written materials, using proper language, punctuation, grammar, and style.
- Requires performing professional level work requiring the application of principles and practices of a wide range of administrative or managerial methods in the solution of administrative or technical problems; coordination of entry level managerial work; requires a thorough understanding of operating policies and procedures and the ability to apply these to complex administrative problems; requires continuous, close attention to detail for accurate results with frequent exposure to unusual pressures.
- Must possess a valid South Carolina driver's license.
- Requires the ability to synthesize or integrating analysis of data or information to discover facts or developing knowledge or interpretations; changing policies, procedures or methodologies based on new facts, knowledge, or interpretations

Beneficial Skills and Experience

- Master's Degree in Accounting or Finance preferred.
- Local Government experience preferred
- Certification as a Management Accountant (CMA) or Public Accountant (CPA) preferred.
- Certification as a Government Finance Officer (CGFO) preferred.
- May require persuading or influencing others in favor of a service, point of view, or course of action

Mental & Physical Demands- ADA Guidelines

**Physical Demands**

- | | | | |
|-----------------|------------|------------------------|------------|
| • Sit | Frequently | • Reach Above Shoulder | Frequently |
| • Walk | Frequently | • Climb | Frequently |
| • Stand | Frequently | • Crawl | Frequently |
| • Handling | Frequently | • Squat or Kneel | Frequently |
| • Reach Outward | Frequently | • Bend | Frequently |

Lifting Requirements

- | | | | |
|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds | Frequently | • >100 pounds | Occasionally |
| • 21-50 pounds | Frequently | | |

Pushing and Pulling Requirements

- | | | | |
|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds | Frequently |
| • 13 to 25 pounds | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds | Frequently | | |

Definitions

- | | | |
|--------------|----------------|---|
| • N/A | Not Applicable | Activity is not applicable to this occupation |
| • O | Occasionally | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| • F | Frequently | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • C | Constantly | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Print Employee Name	Employee Signature	Date Signed
Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed