

**TOWN OF ORDERVILLE**

**Town of Orderville Treasurer Position Available**

The Town of Orderville is hereby accepting applications for the position of a

**Part-Time Town Treasurer**

20-30 hours per week with the possibility of transitioning into a full-time position

Hours will be 9:00 a.m. to 2:00 or 3:00 p.m. or as otherwise determined.

No benefits provided at this time. Beginning hourly rate is \$15.00.

**See Job Description Attached**

Interested persons should submit a town employment application and resume at

the Town Office located at

425 East State Street, Orderville, Utah, or at [towno@color-country.net](mailto:towno@color-country.net)

The Town Council intends to act on applications at their June 1, 2022, regular scheduled meeting.

For questions, call the Town Office at 435-648-2534.

**\*Job applicants residing in Orderville/Mt. Carmel will be given preference\***

## **Job Description**

**Title: Town Treasurer** (Custodian of all money, bonds, or other securities of the Town)

### **GENERAL PURPOSE:**

Under the general supervision of the Town Clerk, Mayor and Council members, performs administrative duties in receiving, accounting for, depositing, and investing Town funds and custody of Town cash and investments. Experience in accounting, budgeting, auditing is preferred, but not required. Applicants must possess a valid Utah Driver's License and be bondable.

### **ESSENTIAL JOB FUNCTIONS:**

- Record monthly utility payments from town residents into Caselle Software system
- Manage and reconcile monthly bank statements
- Deposit monies that the Town receives into the proper bank accounts
- Co-sign all town checks along with Mayor or Council member after determining that a sufficient amount is on deposit in the appropriate bank account for the Town
- Prepare the required state reports (quarterly)
- Oversees the receipt of all public funds and monies payable to the Town, including all taxes, licenses, utility payments, intergovernmental revenues and special assessments, and deposits said money in the appropriate accounts
- Ensure an accurate detailed account of all monies received is kept in accordance with the Uniform Fiscal Procedure Act for Utah Cities and Towns and reconciles the accounts with accounting personnel
- Provides a receipt to every person paying monies to the Town Treasurer, including the date of payment and item paid on
- Prepares journal entries for annual audit
- Performs other duties as required and assigned

### **OFFICE EQUIPMENT USED:**

Computer, calculator, telephone, copier/scanner/fax, credit card terminal, and other standard office equipment. Knowledge of Word, Excel and QuickBooks.