

**CITY OF SALEM
TREASURY AND INVESTMENT ACCOUNTANT**

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50035**

NATURE OF WORK

This is responsible fiscal clerical work requiring accurate recording of revenue, investment, and disbursement transactions.

Work involves recording all monies paid to the City to the proper account, maintaining current and accurate records on bank deposits, and recording the disbursement of all monies for City obligations. Work is performed with considerable independence. Supervision is exercised over a small staff.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the duties listed and many positions will involve duties which are not listed.)

Balances City's investments and record interest earnings and investment transactions daily.

Supervises cash receipt activities; including proper posting and daily balancing.

Supervises parking ticket collection and control.

Maintains investment records of all City funds; projects future revenue collections and compares against anticipated City expenditures; invests surplus City funds in accordance with City investment policy.

Prepares bond prospecti and assists in publishing bond legal notices; prepares bond payment schedule; initiates documents for payment of debt service.

Maintains treasury bank accounts and makes deposits to cover all City expenditures.

Performs other related work as required.

WORK QUALIFICATIONS

Considerable experience in responsible bookkeeping and accounting, preferably with experience in treasury and budgetary procedures; graduation from high school supplemented by courses in bookkeeping and accounting; or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Considerable knowledge of treasury and budgetary operations.

Considerable knowledge of bookkeeping and accounting principles and procedures.

Considerable knowledge of the organization and functions of municipal departments.

Ability to plan, organize and supervise the work of subordinate employees.

Ability to properly record and document treasury transactions.

Ability to assemble, tabulate, and prepare budgetary data for presentation in a municipal budget document.

Ability to prepare financial reports and statements.

Ability to form and maintain effective working relationships with department representatives and fellow employees.

Some positions may require possession of a valid Oregon driver's license or Class 4 license and the ability to meet City driving standards.

Personnel Director