

**Job Description**  
**West Fork City Treasurer**

1. Post cash receipts and cash disbursement journals.
2. Reconcile bank accounts using cash receipts and cash disbursement journals.
3. File invoices during month by fund.
4. Pay and cancel invoices.
5. Compare budget to actual expenditures and income and inform mayor if adjustments are necessary.
6. General Fund, Street Fund, and Water Fund may not be co-mingled, adopt a budget for each fund separately.
7. Purchases that exceed \$20,000 need competitive bidding, legal advertisement in newspaper, bid opening and award of the bid to the lowest bidder, providing that bid meets the requirement. Assure that the city is in compliance with the regulations.
8. Assure the City has engaged the proper kind of insurance as required by Arkansas law. (1) Workers compensation (2) Tort immunity (3) Liability coverage on vehicles (4) group accident/death insurance-firefighters (5) group insurance: life, disability and/or medical- all employees (6) property coverage for buildings and equipment (7) fire casualty or surety insurance.
9. Keep a list of fixed assets.
10. Prepare W-2 forms, 1099-forms and updated W-4 forms.
11. Administer the City's payroll, insurance programs, and pension funds.
12. Assist in preparation of the City's budget.
13. Sign all bonds and debentures of the city; and receive, file and retain the financial disclosure statements from elected officials. Including the mayor, aldermen, clerk, city attorney, and district judge.
14. Prepare and arrange for publications of official notices, for bids, public hearings, ordinances, elections (call/results), proclamations, etc.
15. Maintain personnel records and meet security and privacy requirements of the law.
16. Issue city permits and licenses, collect fees, write appropriate receipts, and account for the funds.
17. Be in the City Hall on a daily basis to answer questions from residents and visitors. Time is spent every day answering questions about zoning, lot splits, trees that need removed, setting up businesses, the variety of licenses and permits needed for a variety of proposals from residents, real estate agents, media representatives, etc.
18. Assist residents in filling out applications for planning commission, make sure all required documentation is with the applications and keep them informed of the action taken on the application.
19. Backup for the Water Department Office when she is out of the office. Answer phones for all departments when needed.
20. Schedule the use of the pavilions and community center.
21. Second signature on all city checks.
22. Issue city licenses; business, animal control, etc.
23. Prepare monthly financial statements for Mayor, council and department heads.
24. Prepare and publish semi-annual financial statements
25. Respond to the public on the telephone, via email and the office. Take messages and deliver to appropriate city official.
26. Serve as purchasing officer.
27. Perform other duties as directed by the Mayor or City Business Manager.