**CITY OF BELLEFONTAINE NEIGHBORS**

**9641 Bellefontaine Road**

**Bellefontaine Neighbors, Missouri 63137**

**JOB DESCRIPTION**

**POSITION TITLE: City Treasurer**

**DEPARTMENT: Administration**

**SUPERVISOR: Mayor**

**Job Summary**

Oversee all financial operations of the City of Bellefontaine Neighbors.

**Job Scope**

Plan, manage, oversee, and direct the operations and services of the Finance Department, including general accounting and expenditure control.

**Principal Duties and Responsibilities**

Prepare, implement, and control the City’s annual operating and capital improvement budgets through preparation of budget detail.

Prepare financial statements and perform various financial analysis projects.

Creation of monthly, quarterly, and yearly financial reports.

Coordinate the annual audit.

Perform accounting and maintenance of each of the City’s funds, which includes preparing journal entries, reviewing internal procedures, and performing

Sign Accounts Payable and Payroll checks.

Reconcile General Checking Account.

Check Cash Accounts and Cash and General Ledger.

Attend the Board of Aldermen meetings and reports monthly.

**Skills, Knowledge, and Abilities Required**

Knowledge and experience in financial control and budgeting. Knowledge of handling figures and cash. Have experience in dealing with large sums of money and budgets.

**Education, Certification, and Experience Required**

A Certified Public Accountant (CPA) certification or Certified Government Finance Officer is highly desired. Bachelor of Science degree in Accounting, Economics, Finance or a related field required. Five to ten years governmental finance or auditing experience preferred. Candidate must have excellent oral and written communication skills.