

CITY OF BELLEFONTAINE NEIGHBORS

CITY TREASURER — JOB DESCRIPTION

Department: Administration | Reports to: Mayor | Schedule: Part-time, Hybrid

Compensation: \$1,500–\$3,000 per month (\$18,000–\$36,000 annually), subject to Board authorization

Regular Board Meeting: First Thursday of each month at 6:00 p.m.; attendance at special meetings as needed.

Position Summary

The City Treasurer is responsible for the lawful custody, safeguarding, deposit, disbursement oversight, and investment administration of City funds, as prescribed by Missouri law and City ordinances. The Treasurer collaborates with the Mayor, Board of Aldermen, City Clerk, departmental staff, and contracted financial professionals to support sound fiscal administration. This part-time hybrid position requires scheduled on-site availability for official duties, records access, meetings, and audits.

Essential Duties and Responsibilities

- Receive, safeguard, and account for City funds, financial instruments, and records entrusted to the Treasurer; ensure deposits are made into designated City accounts.
- Review and process authorized disbursements in accordance with the adopted budget, City ordinances, established accounts-payable procedures, and applicable law; serve as an authorized check countersigner.
- Provide the Board of Aldermen with required monthly listings of payments and present financial updates at regular meetings.
- Review purchase orders for proper account coding and availability of budgeted funds, and retain required purchase-order documentation.
- Serve as the City's investment officer under the City investment policy; oversee authorized investments, safeguard investment assets, maintain internal controls and records, and prepare required investment reporting.
- Assist with preparation of the City's annual operating and capital improvement budgets, including revenue/expenditure analysis, department requests, forecasts, budget workshops, and proposed amendments.
- Participate in annual and special audits; coordinate requests for records, facilitate auditor access, explain transactions within the Treasurer's scope, and help monitor corrective-action items.
- Assist in the preparation, review, and timely submission of applicable state, local, and federal financial reports, including grant-related or other mandated financial reporting, in coordination with designated City personnel and contractors.
- Coordinate with finance contractors and staff on bank reconciliations, fund balances, cash flow, financial statements, and discrepancies; review or assist with these functions as assigned, with appropriate segregation of duties.
- Maintain orderly, secure financial documentation; support public-records compliance, records retention, and internal control procedures consistent with applicable law.
- Attend the regular Board of Aldermen meeting on the first Thursday of each month at 6:00 p.m., and attend budget, audit, committee, and special meetings when reasonably required.

- Perform other lawful duties assigned to the Treasurer by Missouri statute or City ordinance.

Qualifications

- Bachelor's degree in accounting, finance, economics, business administration, public administration, or a related field preferred; equivalent substantial municipal financial experience may be considered, subject to City requirements.
- Experience in governmental accounting, budgeting, financial controls, auditing, or municipal treasury operations strongly preferred.
- CPA, Certified Government Finance Officer (CGFO), or other relevant governmental finance certification preferred, not required.
- Ability to interpret financial reports, manage sensitive information, apply internal controls, and communicate clearly with elected officials, auditors, and staff.
- Proficiency with spreadsheets, accounting systems, banking portals, and electronic records; familiarity with governmental fund accounting preferred.

Work Arrangement and Expectations

The position is part-time and hybrid. Remote work may be used for financial review, analysis, report preparation, and coordination where security and access permit. In-person attendance is required for regular Board meetings, designated financial activities, audit work, and other scheduled City business. The specific weekly hours and allocation of on-site/remote work will be established based on operational needs and the compensation arrangement.

Legal and Administrative Framework

Duties are subject to the Bellefontaine Neighbors Code of Ordinances, including §§ 2-31, 2-152, 2-153, 2-246, 2-248, and 2-252, and Missouri law governing fourth-class cities, including RSMo §§ 79.260, 79.290, and 79.300. The Treasurer is not independently authorized to appropriate funds or override Board approvals. Where accounting or report-preparation work is performed by staff or contractors, responsibility and approvals should be documented and duties appropriately segregated.

References

City Code: <https://ecode360.com/BE3235> | Missouri Revised Statutes: <https://revisor.mo.gov/>

Note: This is a proposed job description for review and approval by the City. Appointment terms, compensation, qualifications, and specific duties remain subject to applicable law and City action.