



City Treasurer Job Description

Position Summary

The City Treasurer is responsible for overseeing the financial affairs of the City, including accounting, budgeting, financial reporting, payroll processing, investments, and compliance with state and federal laws. This role supports the City's financial integrity by maintaining accurate records and providing transparent reporting. The City Treasurer plays a key leadership role in budgeting, project financing, and the administration of grants and capital improvements.

Key Responsibilities

Financial Reporting & Accounting

- Prepare and present monthly financial reports for department heads and City Commission meetings.
- Post monthly general ledger journal entries and reconcile all bank accounts including those for operations, bonds, court, and special departments (e.g., Fire, Pioneer Center).
- Monitor accounts receivable drafts, especially for retiree insurance.
- Oversee all journal entries at month-end and year-end including payroll, liabilities, and court transactions.
- Prepare and submit end-of-year payroll and general ledger reports for audit purposes.

Payroll & Payables

- Process biweekly and monthly payroll.
- Manage payroll liabilities such as OPPRS, OFPRS, OkMRF Retirement, and others.
- Handle all benefit-related payables including insurance and other employee deductions.
- Process miscellaneous account payables as needed.

Budget Development & Oversight

- Lead preparation of the annual City budget including department consultations and public presentations.
- Monitor and adjust budget compliance throughout the fiscal year.
- Submit budget and amendments to the State Auditor's Office.
- Prepare budget summary for public notice and present it at public hearings.

Investments & Capital Projects

- Monitor and report on City investments.
- Attend project planning meetings with architects, engineers, and contractors.
- Manage capital project finances, including purchase orders, invoicing, and bond payment requisitions.

Compliance & Audit

- Coordinate with external auditors by preparing documentation, responding to inquiries, and fulfilling recommendations.
- Develop and maintain policies including Capital Improvement and Internal Control policies.
- Ensure compliance with municipal, state, and federal financial laws.

Grants & Special Funds

- Monitor and report on grant-related accounting.
- Oversee Hotel/Motel tax collections and prepare financial reports for the committee.
- Prepare and remit monthly sales tax reports for designated City facilities.

Community Engagement & Civic Involvement

- Attend City Commission, departmental, safety, union, and civic meetings.
- Participate in community events.
- Respond to public records requests and engage transparently with citizens and the media.

Qualifications

- Bachelor of Science degree in Accounting, Finance, or a related field
- Minimum of 10 years of progressively responsible experience in municipal government or public funds accounting
- Certification and continuing education through OMCTFOA and APTUS&C required.
- Knowledge of governmental accounting principles (GAAP) and fund accounting.
- Proficiency in financial software and Microsoft Office Suite.
- Strong organizational, analytical, and communication skills.
- High degree of integrity and attention to detail.

Work Environment & Expectations

- Professional office environment with required attendance at evening meetings and occasional travel for conferences.
- Must dress professionally and maintain a courteous and service-oriented demeanor.
- Voluntary civic participation and occasional evening/weekend work expected for community engagement.

Typical/Normal Work Hours:

- Monday-Thursday 7:30 AM – 5 :30PM and Friday 7:30 AM to 11:30 AM.

Other:

- The City of Weatherford is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, marital status, family status or sexual orientation in employment or the provision of services.

It is understood that:

- Each or every incidental duty connected with operations enumerated or listed in the position description is not and cannot always be specifically described; and employees, at the discretion of the City, may be required to perform duties not listed within their job descriptions.
- This is an at-will position
- The job description does not constitute an employment agreement between the City and employee; and is subject to change by the City as the needs of the City and requirements of the job change.
- The City of Weatherford operates as a drug-free workplace
- Certain essential City services are required to be maintained in any civil emergency. Depending upon the type of emergency, any and all employees may be activated as essential personnel.