

Treasurer

The City of Taylor Mill, KY, is seeking a dynamic, highly motivated and experienced individual for the position of full-time Treasurer. The position reports directly to the City Administrative Officer and is responsible for implementing and facilitating the financial management of the City, ensuring the efficient operation of the Administration Department, and rendering high quality service to our residents.

The ideal candidate will have excellent communication and mathematical skills, as well as strong organizational, leadership skills, and excellent customer service abilities. He or she must also possess excellent writing skills and be proficient in various technology to facilitate financial management, create documents, databases and spreadsheets, operate various office equipment, and be able to bend, lift and move items more than 25 pounds. This individual will also be responsible for duties including, but not limited to: attending all meetings of the City Commission and Board of Adjustment; records retention; interpreting City Ordinances and State Statutes; provide Assistance to the CAO as needed; serve as the City Tax Collector; filing; payroll processing; maintain inventory/asset records; Federal/State/Local reporting; preparing deposits; bank reconciliations; oversee departmental budgets; facilitate Accounts Payable/Accounts Receivable transactions and all journal entries, serve as custodian of all monies, bonds, and City securities; balance cash drawers; assist in the Annual Audit; maintain collaterals and investments according to policy; process passports; and grant writing, reporting, and facilitation. Secondary duties may include: assisting in the preparation of minutes for official city meetings, performance of website maintenance, and maintenance of social networking outlets.

The successful candidate should possess minimally an Associate's degree (Bachelor's preferred) from an accredited university in accounting, bookkeeping, finance or another closely related field, supplemented by previous comparative work experience, with a general understanding of GASB, GFOA governmental accounting. Must be able to obtain a Notary Public Commission, NIMS/ICS Certificates, and Passport Acceptance Agent certification, hold a valid driver's license, and be bondable.

Entry Annual Salary: \$43,937.33 plus excellent benefit package.

Resumés must be submitted to: Taylor Mill Treasurer Search, c/o NKADD, Attn: Meghan Sandfoss, 22 Spiral Drive, Florence, KY 41042 prior to 4 pm on Friday, August 17, 2018, or by email at executivesearch@nkadd.org. The City of Taylor Mill is an Equal Opportunity Employer.