

# City Treasurer

The City of Taylor Mill is a small community located in northern Kentucky just eight miles south of Cincinnati. The current population is just over 6800 residents. The city maintains departments for Administration, Fire/EMS, Police, and Public Works. The city operates under a commission form of government.

**POSITION SUMMARY:** The Treasurer will operate under the direct supervision of the City Administrative Officer. The Treasurer will have overall responsibility for the accounting and financial control for the city's finances. The position will ensure the departmental reports and other financial assets are in good standing; maintain accounts receivable and payable; provide advice for sound investment decisions; develop strategies to assess, manage, and minimize any potential financial risk; provide financial reports and analysis on the financial performance of the City and special projects; build reports for department heads to review and provide feedback; provide research for department heads and review statistics to make forecasts and projections that help them build more comprehensive budgets. Must be self-motivated to work independently along with the ability to work in a team-oriented environment. Strong written and verbal communication skills as well as quality customer service are essential to the duties of the position.

**DESIRABLE TRAINING AND EXPERIENCE** – Associate Degree (Bachelor Degree, preferred) from an accredited university in Accounting, Bookkeeping, Finance, or another closely related field, supplemented by previous comparative work experience, or any combination of education, training, and experience which provides the desired knowledge, skills, and abilities; and a valid Driver's License.

**KNOWLEDGE, SKILLS, AND ABILITIES** – Knowledge of federal, state, and local laws including Administrative Policies/Regulations, and Ordinances related to local government operations and reporting requirements; Ability to communicate effectively and accurately both orally and in writing; Ability to work professionally and courteously with the public and fellow employees; Ability to work with contractors, vendors, and other governmental organizations and agencies; Knowledge of the city's jurisdiction; Ability to accurately perform mathematical calculations to calculate tax rates, tax levies, amortization schedules, and other debt and income related calculations; General understanding of GASB, GFOA governmental accounting standards; Extensive knowledge and use of modern computer and office technology and software, including all Office 365 products and QuickBooks.

**NECESSARY SPECIAL REQUIREMENTS** – Must be bondable.

**LEGAL REQUIREMENTS** – An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and Local Ordinances, with regards to a person in this classification.

Position includes benefits and salary commensurate with experience. Please submit resume and letter of interest to:

Brian Haney, CAO  
City of Taylor Mill  
5225 Taylor Mill Road  
Taylor Mill, KY 41015

*Position is open until filled.*