



Job Title: Treasurer
Reports To: City Clerk & Mayor
FLSA Status: Non-Exempt / Full-Time
Union: Yes
Approved Date: August 2025

Summary:

The **Treasurer** is responsible for managing all day-to-day financial transactions for the City in a full-charge bookkeeper capacity, including accounts payable, accounts receivable, payroll processing, and bookkeeping. This position ensures timely and accurate financial data entry into the Local Government system, compliance with municipal financial reporting standards, and supports department heads with fiscal tracking and reporting.

Essential Duties & Responsibilities:

- Process and manage accounts payable and accounts receivable.
- Maintain accurate and up-to-date bookkeeping records.
- Administer payroll processing, including taxes and reporting.
- Reconcile bank statements and ensure financial records match actual bank activity.
- Communicate with vendors, employees, and department heads to resolve financial inquiries.
- Prepare monthly and annual financial reports.


Qualifications:

- High school diploma or equivalent required; Associate's or Bachelor's degree in Accounting or Finance preferred.
- Minimum 2 years of experience in governmental accounting, payroll, or related field.
- Proficiency with accounting software; familiarity with Local Government software a plus.
- Strong organizational skills, attention to detail, and ability to maintain confidentiality.

Work Environment & Physical Demands:

- Office-based with moderate noise level; occasional outside exposure for certain duties.
- Regular use of computers and office equipment; occasional lifting up to 25 lbs.

 **Application Deadline:** 4:30pm on Friday, August 29, 2025.

 **How to Apply:** By submitting your resume in person or via email to Shaun Spencer, HR Director / Shaun.Spencer@ShivelyKY.gov

The City of Shively is an Equal Opportunity Employer.