City of Rutland
Job Description

Position: Assistant City Treasurer

Revision: 7/15/26

Classification: Full-time, Salaried/Exempt

Grade: 11

Rate of Pay: $35.3583

Bargaining Unit Status: Non-Union

Reports to: City Treasurer (appointed by The Treasurer)

Job Summary: This position operates as the chief accountant for the City of Rutland and assists the City Treasurer with all related fiscal duties to maintain the City's financial health. This includes cash flow, investments, daily bookkeeping and revenue collection. The individual holding this position must be capable of working with minimal direct supervision, be able to determine priorities and meet deadlines. This position requires a person who can maintain confidentiality.

Essential Duties:

- Assumes the role of City Treasurer when the Treasurer is absent
- Manages the General ledger and supporting modules such as chart of accounts and transactional coding
- Ensures that the City complies with all applicable policies, procedures, ordinances and State and Federal laws in a timely, efficient and accurate manner.
- Reviews and posts daily transactional batch activity
- Reviews daily banking and electronic payment activities and prepares ACH deposits
- Posts adjustments to tax, water/sewer and receivable customer accounts
- Provides support to city departments regarding accounting issues and financial recordkeeping
- Prepares monthly and quarterly GL and bank reconciliations, performs worksheet analysis and investigates discrepancies
- Prepares periodic reports and generates supporting schedules for management; assists with drafting annual financial statements.
- Facilitates and supports the work of external auditors.
- Manages software issues with software providers with regard to system upgrades and system access issues.
- Follows the appropriate schedule for records retention and destruction of payroll documents.
- Provides salary and wage information to be included in the City's Annual Report.

Other Duties:

- Coordinates interactions with bankers, creditors, insurers, federal and state agencies, other municipal officials and the general public.
- Assists Collections staff with a variety of duties including but not limited to the review of invoice processing, account adjustments and payment processing.

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- Develop and recommend and revise accounting records and retention processes to support accuracy and efficiencies in the Treasurer's office.
- Attend Board of Alderman and Committee budget meetings and coordinate processes with the mayor's office.

Minimum Qualifications:

- Bachelor's Degree (preferably in Business Administration or Accounting) and two (2) years relevant government accounting experience preferred; or an Associate's Degree and three (3) years relevant experience; or a high school diploma (or equivalent) and five (5) years of relevant experience in a professional office environment.
- Previous experience working with complex accounting software.
- Demonstrate strong analytical skills and be comfortable discussing errors and offering solutions during audits and report reviews.
- Demonstrates working knowledge of multiple software office products, including Microsoft Word, Excel, Access, Power Point.
- Ability to travel to attend training courses and workshops to remain current on compliance and regulatory issues.
- Ability to plan, develop and implement office procedures and make decisions regarding priorities and work schedules.
- Must be able to work in a team environment, while also being self-directed.
- Must have strong verbal and written communication skills.
- Must be able to interact well with others.
- Must be able to work overtime as needed during peak periods of operation.
- Must have a valid driver's license and clean driving record.
- Must be capable of successfully completing a background check.

This job description outlines the primary duties and responsibilities of the role, but is not intended to be an exhaustive list of all duties and tasks. The incumbent may be required to undertake additional responsibilities as needed to support the overall objectives of the City of Rutland Treasurer's Department.