



## **CITY OF HUGHSON**

### **APPOINTED TREASURER**

#### **APPLICATION DEADLINE: Until Filled**

The City of Hughson is seeking applications from interested community members to serve as the City Treasurer. The Council will appoint a qualified applicant to serve in this capacity. The primary duty of the City Treasurer is to review the City's investment practices and prepare the monthly Treasurer's report and Investment Report. The essential function of the City Treasurer is to monitor and safeguard the City's cash and investments through oversight of City processes, reporting, and practices. The Treasurer ensures the City's financial viability and that proper financial records and procedures are maintained in a clear, concise, and understandable manner.

#### **QUALIFICATIONS**

Graduation from a four year college and post-graduate work in accounting, financial or management processes is preferred but not required.

Experience in an administrative position involving finance, investments, budgeting, or similar financial matters is ideal.

The candidate should possess a combination of training and experience that provides the knowledge, skills, and abilities required to provide sound advice, recommendations, and conduct appropriate reviews of City financial records.

The candidate should also possess the ability to learn, understand, interpret and apply applicable Federal, State and local laws and regulations pertaining to investments, finance and treasury items.

## **TERM**

Term of service will be two years initially. Individuals can be appointed to multiple terms at the discretion of the Hughson City Council.

## **COMPENSATION**

The City Council of the City of Hughson has approved \$100.00 per month stipend for a qualified candidate to serve the City.

## **TYPICAL DUTIES**

- Prepare the Treasurer's Report of Cash on Deposit and Invested.
- Certify that total cash on deposit and invested as is reported on the Treasurer's Report of Cash on Deposit and Invested.
- Identify appropriate adjustments to the Treasurer's Report of Cash on Deposit and Invested and verify and sign the report.
- Attest, in the Treasurer's Report of Cash on Deposit and Invested that the City has cash on hand for six months.
- Attend quarterly City Council, Finance Committee and/or other meetings when required to provide information on treasury or investment matters.
- Understand, follow and review the City's Statement of Investment Policy.
- Work with the City Manager and the Finance Department on appropriate review of financial and investment matters, to include City Council agenda items.
- Recommend appropriate investment or financial matters when warranted to the City Manager and/or City Council.
- Work with the Finance Department on presentation of financial information to ensure that material is clear, concise, and easily understandable for Council and residents in their review.

**APPLICATIONS** are available at the office of the City Clerk (7018 Pine Street) or on the City of Hughson's website ([www.hughson.org](http://www.hughson.org)). All individuals interested in serving and meeting the qualifications may file an application with the City Clerk. Submission of a resume with the application is optional.

**ORAL INTERVIEWS** may be conducted by the City Council, or designee, prior to appointment. Upon appointment, candidates are required to take the Oath of Office as well as file the Conflict of Interest FPPC 700 forms.

**DATED: April 29, 2019**

**CITY OF HUGHSON  
Ashton Gose  
Management Analyst**