



CITY OF TULELAKE

591 Main Street
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JOB DESCRIPTION

City Treasurer

The City Treasurer is a position of responsibility for a city according to the prevailing laws in that city. The City Treasurer will work approximately 6 hours each month and earn \$150. Duties of City Treasurer will vary from city to city. In small municipalities, the job of treasurer may be combined with the Clerk's job. The treasurer of a public agency is elected by the voting public or is appointed by the City Council.

Responsibilities (the following duties are in addition to the California statutory duties)

- The City Treasurer oversees accounts receivables
- Approves payroll and the transfer of monies
- Responsible for signing checks and various City documents
- Attends City Council meetings
- Works in conjunction with the Finance Director, City Council and City Hall staff.

Qualifications

The City Treasurer must have a clean record and be bondable. That means he/she must qualify to be covered by a bonding company, a kind of insurance to cover against any losses or errors. He/she must have working knowledge of automated accounting systems, as well as office machines typically found in any office. The City Treasurer must be a citizen of the United States and at least 18-years of age. Interested parties must be a resident of the City, at least 30 days immediately preceding the last day for filing of nomination papers and a registered voter.