

# NOTICE OF EMPLOYMENT OPPORTUNITY

## WELLSVILLE CITY CORPORATION

**Position: City Treasurer/Utility Billing Clerk**

Job Class: Permanent Full-Time

Closing Date: March 31, 2026 at 4:00 p.m.

Pay Scale: DOE

### **General Duties:**

Serves as the designated City Treasurer as defined in Utah State Code 10-6-141. Performs a variety of administrative and technical duties related to the receiving and accounting of all public funds, including utility payments, taxes, licenses, fines, and intergovernmental revenue. Receives incoming telephone calls, takes messages, or routes calls to appropriate personnel; provides general assistance to walk-in public; receives utility payments, receipts payments, balances and closes daily cash, prepares daily reports, prepares daily bank deposits, etc. Responsible for all aspects of utility billing and collections, including meter readings, procedures and policies, rates, and billing disputes. Creates, updates, and maintains internal controls for the city for cash handling. Fulfills duties of Cemetery Registrar, including keeping updated and accurate cemetery records, maps, and forms. Oversees preparation of and collection for business license renewals and rental property billings. Attend City Council Meetings, Public Hearings and other city meetings as needed. Performs such other duties as assigned by the City Manager.

### **Qualifications and Skills:**

- >Must be exceptionally detail oriented and maintain highly accurate revenue accounting.
- >Must be bondable to dollar limit prescribed by Utah State Money Management Council.
- >Must successfully pass Wellsville City's computer proficiency exam.
- >Must be at least 18 years old and a U.S. Citizen.
- >Must have a working knowledge of generally accepted accounting principles and municipal fiscal procedures.
- >Must have excellent reading comprehension skills, customer service skills, and writing skills.
- >Must have good interpersonal communication skills and telephone etiquette and the ability to interact with the public, elected city officials, city administration, and co-workers in a courteous and respectful manner.
- >Must have knowledge of proper use of computers and miscellaneous office equipment.
- >Must have excellent time management skills.
- >Must have excellent organizational skills and the ability to set-up and maintain paper and electronic filing systems for records, correspondence and other materials.
- >Must be willing to acquire and maintain a Utah Notary Public Commission.
- >Must be able to analyze a variety of financial or accounting problems and work quickly with numbers.
- >Position requires standing, sitting, bending, frequent moving about, lifting and manual dexterity.
- >Special consideration will be given to a candidate experienced with Caselle Government Accounting Software, Neptune 360, Excel, Spatial Generations, and Cloudsmart.

**Please direct all inquiries and submit your cover letter, resume, and references to [wellsville@comcast.net](mailto:wellsville@comcast.net)**

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Management reserves the right to add or change duties at any time.

Wellsville City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.