



CITY OF MILES CITY

Human Resources Committee Meeting Agenda

July 16, 2026 at 5:00 PM

City Council Chambers and online at zoom.us

Zoom ID: 4062343462 | Passcode: 59301

1. REQUEST OF CITIZENS AND PUBLIC COMMENT

2. UNFINISHED BUSINESS

- A.** APPROVE PART-TIME TREASURER JOB DESCRIPTION FOR THE CITY OF MILES CITY WITH STARTING HOURLY WAGE OF \$22.00.

3. ADJOURNMENT

Public comment on any public matter that is not on the agenda of this meeting can be presented under Request of Citizens, provided it is within the jurisdiction of the City to address. Public comment will be entered into the minutes of this meeting. The Committee cannot take any action on a matter unless notice of the matter has been made on an agenda and an opportunity for public comment has been allowed on the matter. Public matter does not include contested cases and other adjudicative proceedings

	CITY OF MILES CITY Position Description		Last Revised: 7/13/2026	
			Effective: <u>Draft</u>	
	TREASURER			

DEPARTMENT Administration

ACCOUNTABLE TO Mayor

JOB TYPE Part-time

SUMMARY OF WORK: Responsible for managing the city's financial operations, ensuring fiscal responsibility, compliance with Montana state regulations, and efficient handling of public funds.

JOB CHARACTERISTICS

Nature of Work: Focuses on cash optimization, invoice processing, aging tracking, and customer account reconciliation. Sedentary office environment with occasional public front-counter interaction.

Personal Contacts: Daily contact with citizens, utility customers, Mayor, City Council, and banking representatives.

Supervision Received: Limited supervision received by Mayor.

Supervision Exercised: None.

ESSENTIAL FUNCTIONS

This position requires the ability to:

- Process high-volume municipal payments accurately.
- Audit and resolve customer account discrepancies.
- Interpret complex ordinances, utility billing and tax codes.
- Communicate collections policies professionally to the public.
- Generate accurate aging and revenue reports.

KEY RESPONSIBILITIES

Financial Management & Revenue Oversight:

Manage all municipal financial transactions with a strong focus on accounts receivable, ensuring timely collection, accurate recording of incoming funds, and responsible stewardship of city resources within approved budgets. Assist with preparation of the city annual operating budget.

Cash, Bank & AR Reconciliation:

Perform monthly, quarterly, and annual reconciliations of all municipal accounts, with particular attention to accounts receivable balances, outstanding payments, and revenue tracking. Process and record all deposits while identifying and resolving discrepancies promptly.

Tax, Utility Billing & Revenue Collection:

Oversee tax collection, utility billing cycles, and other revenue-generating activities. Ensure accurate invoicing, timely receipt of payments, and effective follow-up on delinquent accounts.

Compliance, Reporting & Audit Coordination:

Maintain complete and compliant financial records related to receivables and revenue. Ensure adherence to state and federal regulations, prepare documentation for audits, and support external auditors with clear, organized financial data.

Annual Financial Reporting:

Compile, analyze, and present the city's annual financial report, highlighting revenue trends, AR performance, and compliance with municipal and state reporting requirements.

Investment & Fund Management:

Monitor and manage short- and long-term investments, ensuring liquidity for operational needs and optimizing financial growth while maintaining prudent risk management.

Collaboration & Financial Advisory:

Work closely with city leadership, department heads, and external auditors to provide financial insights, AR performance updates, and recommendations that support strategic decision-making.

Attend City Council meetings to present clear, accurate, and timely financial reports, providing insight into revenue trends, accounts receivable performance, and overall fiscal health.

JOB REQUIREMENTS

Knowledge

- Extensive knowledge of accounts receivable internal controls.
- Strong understanding of municipal fund accounting principles.
- Familiarity with public sector revenue regulations.

Skills

- Proficiency in utility billing and municipal software.
- Advanced skills in Microsoft Excel (data sorting, formulas).
- Exceptional customer service and de-escalation skills.

Abilities

- Maintain precision during repetitive data entry tasks.
- Calculate interest, penalties, and prorated billings accurately.
- Build trust with community members and city officials.

EDUCATION AND EXPERIENCE

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- Experience in municipal finance, accounting, or treasury management.
- Strong analytical, organizational, problem-solving, and communication skills.
- Proficiency in financial software and accounting systems.
- Preferred but not required: Associate or Bachelor's Degree in Accounting, Finance, Business Administration, or a related field.

PREFERRED SKILLS

- Experience utilizing Black Mountain Software or similar Montana municipal systems.
- Background in municipal utility billing operations.
- Knowledge of Montana state codes regarding public utility collection.

JOB PERFORMANCE STANDARDS

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Effectively utilizes available resources.
- Follows all policies and procedures.
- Accurately identify discrepancies and correct them.

- Performs assigned tasks within reasonable periods of time.
- Adheres to standards of confidentiality.
- Keeps accurate records and files in areas of responsibility.

Approved by Human Resource Committee:

Employee: _____ Date: _____

Supervisor: _____ Date: _____