



CITY OF ELY

501 Mill Street Ely, Nevada 89301

City Hall (775) 289-2130

www.Cityofelynv.gov

Treasurer

FLSA Status: Exempt

Safety Sensitive: Yes

Created: 06/05/2025

Revised: 08/20/2026

DEFINITION: The city treasurer acts as chief financial officer preparing financial statements and records, developing procedures for financial control. (Ord. 539, 12-21-1999; amd. Ord. 732, 2020)

DISTINGUISHING CHARACTERISTICS: This position is appointed by the mayor with the advice and consent of the city council. (Ord. 539, 12-21-1999; amd. Ord. 732, 2020)

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

The following is used as a partial description and is not restrictive to duties required:

- Performs all duties required by Nevada statutes and as prescribed by city ordinance and resolution.
- Manages and coordinates the operations of the finance department including accounts payable, revenue collection; and investments. Responds to customer complaints and inquiries; establishes department policies, goals and objectives.
- Prepares and interprets financial records; reconciles asset and liability accounts to source documents; performs fund analysis of expense and revenue accounts; prepares financial statements on a monthly basis; compiles annual financial statement; prepares special financial reports as necessary.
- Performs cost control activities, monitors revenues and expenditures in consultation with other appointed officials and department heads to assure sound fiscal control. Assures effective and efficient use of budgeted funds.
- Prepares preliminary and final city annual budget. Prepares annual budget for revenues and other funds. Compiles the final annual city budget for submission to the department of taxation, mayor, and city council for approval and use for next fiscal year.
- Provides expenditure data monthly to department heads to assist them in compiling their annual budgets.
- Ensuring investments are properly collateralized and that financial control procedures are implemented in coordination with appointed officials and department heads.
- Advises the mayor, city council, and city clerk of current and future city financial status. (Ord. 539, 12-21-1999; amd. Ord. 732, 2020)

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: *(KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)*

The City of Ely is an equal opportunity provider and employer.

Knowledge of:

- Governmental accounting standards
- State laws applicable to financial activities of municipalities
- Financial planning
- Financial information systems and procedures
- Management skills to analyze programs, policies, and operational needs;
- Principles and practices of program development and administration;
- Principles and practices of municipal/local government budget preparation and administration;
- Principles of supervision, training, and performance evaluation;
- Election laws and procedures;
- Principles and practices of records management/records retention and micrographic operations;
- Business English, spelling, and arithmetic;
- Principles and methods of report writing; and
- Pertinent federal, state, and local laws, ordinances, codes, and regulations.

Skills to:

- Prepare correspondence and other written materials;
- Organize, prioritize, and coordinate work activities;
- Develop and implement goals, objectives, policies, procedures, and work standards;
- Deal with the public, in person or over the telephone, often where relations may be confrontational or strained;
- Communicates official plans, policies and procedures to staff and the general public.
- Assess and prioritize multiple tasks; and
- Establish and maintain effective working relations with co-workers.

Ability to:

- Attend city council and utility board meetings;
- Analyze and interpret fiscal and accounting records and data
- Establish and maintain working relationships with city officials, staff, government agencies, and the public
- Devise and implement accounting and record keeping procedures
- Make verbal and written recommendations and presentations to the city council and municipal utility board regarding technical and financial matter
- Manage, direct, train, evaluate and coordinate the work of lower-level staff;
- Develop and administer an efficient records management system;;
- Interpret and apply federal, state, and local policies, laws, and regulations; and
- Communicate clearly and concisely, both orally and in writing.

Required Certifications and Licenses:

A degree from an accredited college or university with major coursework in accounting or three (3) years of experience in management and governmental accounting. Possession of a valid driver's license

Experience and Training: Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

A degree from an accredited college or university with major coursework in accounting or three (3) years of experience in management and governmental accounting. Three years of increasingly responsible managerial, supervisory, or administrative experience in the fields of records management, office management, or a related field; preferably in municipal government.

Physical and Mental Requirements:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength and stamina to be sedentary; ability to effectively interpret reports, financial data, and maps; ability to interact professionally, communicate effectively, and exchange information accurately with all internal/external customers; strength and stamina to sit for long periods of time and to perform occasional light lifting, reaching, bending, and standing for long periods. Coordination, vision, and dexterity for use of computer terminals. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, employees, and the public. Maintain regular and consistent punctuality and attendance.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Position functions indoors in an office type environment where most work is performed at a desk. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

Employee Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed

