



CITY TREASURER

\$98,807 - \$109,164

Plus Excellent Benefits

Please fill out application found at

City of Sheridan
sheridanwy.gov

Deadline

March 20, 2024



WHY APPLY?



Located in northern Wyoming at the foot of the iconic Bighorn Mountain range, Sheridan maintains a reputation for hospitality and its well-regarded historic downtown.

The Bighorn National

Forest and Bighorn Mountains are an outdoor enthusiast's paradise, with elevations ranging from 4,000 to 13,165 feet. Hike, bike, camp, boat, hunt, rock climb or photograph the wildlife and scenery, or step farther back in time with the ancient and complex geology reaching back billions of years.



The City features walkable neighborhoods, and acres of community parks interconnected by miles of paved pathways. The City of Sheridan is in good financial condition backed by sound fiscal policies and practices. The City has a lean operating budget; with policies for strong reserves and contingencies. The City Treasurer will report to the City Administrator.

THE COMMUNITY

With a population of approximately 19,000 residents, Sheridan is the county seat of Sheridan County. (County Population approximately 33,000) Known as a vacation destination and a travel stop due to its proximity to Interstate 90 and U.S. Route 14, Sheridan was ranked the number one "True Western Town" by *True West Magazine* in 2006 and received accolades again in 2016 for



a Reader's Choice Award. In 2009, Sheridan appeared on *Newsmax* magazine's list of the "Top 25 Most Uniquely American Cities and Towns," a piece written by current CRS News travel editor Peter Greenberg. In the cover story, Greenberg called Sheridan "the real deal" and praised it for preserving "its rich American history".

The nearby Bighorn National Forest provides multiple recreational venues, whether it be high mountain lakes and reservoirs, public camping grounds, or private lodges. With over 1.1 million acres of forest and 1,200 miles of trails, you are never far from a unique outdoor experience. For those who love fishing, the area's waterways offer some of the best opportunities to catch rainbow, brown, brook, and cutthroat trout.

THE CITY

The City of Sheridan provides comprehensive municipal services including police and fire protection, building plan review and inspections, road maintenance, park and cemetery maintenance, water and sewer services, solid waste and recycling collection, and landfill services.

Sheridan is governed via a City Administrator form of government. The City's Mayor and six members of the City Council are elected by a citywide vote. Day-to-day operations of the City are managed under the direction of the City Administrator, to whom the City's department heads report. The City currently employs 200 full-time employees.

THE POSITION

The City of Sheridan seeks an experienced and proactive Treasurer to take this dynamic Department to the next level. The department has 4 employees that provide payroll, budget, and accounting functions.

The Treasurer is responsible for directing, managing and overseeing the activities related to the Treasurer's Department including financial management and budget administration. This position is responsible to manage the annual budget process, analyze the budget on a regular basis and provide updates along with issues or concerns to the City Administrator and Department Directors. The Treasurer also makes presentations and provides reports to the City Administrator and to the City Council as directed.

Other Responsibilities Include:

- Preparing monthly, quarterly and annual financial reports.
- Assists auditors during year-end audits.
- Determines investment options for City funds; manages the City's investment portfolio to maximize interest earnings.
- Monitors and manages the City's Procurement and Purchasing Policy.

Sheridan is seeking a trustworthy seasoned financial professional with solid expertise in municipal finance. The ability to communicate clearly and explain complex finance issues in an understandable way will be essential. The chosen candidate must be a strong leader and executive manager who is motivated and self-directed.

The Treasurer will assist departments in managing the finances of major capital projects, including grants and bond financing. The ideal candidate will have capital budget and planning knowledge and skills. He/she must be quick to learn and understand Wyoming financial rules, laws and processes.

The Treasurer must be a strong team player and one who collaborates with others to find solutions to issues within the management team and beyond finance. Excellent communication skills are essential, as the City Treasurer interacts regularly with internal staff, City Council and the public.

THE DEPARTMENT

The Treasurer's Department consists of an Assistant Treasurer and four other experienced, skilled, and dedicated staff members who are passionate about doing their jobs with excellence. The Treasurer should build a strong rapport with employees and must be able to delegate with clarity and equitability. The successful candidate will be an optimistic team leader who appreciates the dedication and hard work of staff, and inspires staff to reach their greatest potential.

EDUCATION AND EXPERIENCE

A Bachelor's degree in Finance, Accounting or a related field is required and 3-5 years of related experience.

COMPENSATION AND BENEFITS

- **\$98,807 - \$109,164 DOQ**
- 80-85% Medical for employee and dependents
- 100% Dental for employee and dependents
- Health Savings Account contributions
- Life Insurance
- Wyoming Retirement System Pension
- 11 paid holidays per year
- Vacation days per year based on past experience and years of service
- 12 days of sick leave accrual per year

TO APPLY

Applications can be found on the City of Sheridan website (sheridanwy.gov) and will be accepted by mail or electronically until March 20, 2024. Please attach a resume and cover letter.

Questions should be directed to Heather Doke, Human Resources Director at hdoke@sheridanwy.gov or (307) 675-4205.

The City of Sheridan is an equal opportunity employer.



City Treasurer

Treasurer

TR/1

The City of Sheridan's core values are what define us both as individuals and as a collective group of people. We've selected these five values to emphasize the leadership role that every employee has in working as part of a team of teams, whether those teams are in another department within the City or at the County, State, or National level. These values are paramount to meeting the mission of the City. The values are Make a Difference, Take Initiative, Build Trust, Show Optimism, and Promote Teamwork.

JOB SUMMARY

This position is responsible for providing effective leadership for the Treasurer's Department and the effective management of the city's overall financial system and records.

MAJOR DUTIES

- Supports the City Administrator in his Charter Ordinance budgetary responsibilities through mentoring and coaching of governmental and generally accepted accounting principles.
- Coordinates with and supports other departments in the financial execution of their operational responsibilities.
- Analyze existing processes to identify areas of potential improvements in efficiency and accuracy. Creates written processes and procedures to help staff with overall process insight, as well as step by step procedures for specific tasks as required to support staff.
- Supervises the maintenance of accounting records and the receipt and disbursement of monies; ensures that the required accounting functions are being followed; develops and coordinates accounting procedures.
- Prepares monthly, quarterly, and annual financial reports; ensures that interim reports are prepared as specified by state statutes; analyzes financial data and reports as directed. Uses monthly Sales and Use Tax information to anticipate revenue trends and prepares reports as directed to inform CA, Council, and Departments.
- Assists auditors during year-end audits; prepare and execute all year-end procedures to close out the fiscal year. Presents year-end audit to Council.
- Monitors and manages the City's Procurement and Purchasing Policy. Directs and participates in the procurement of City goods and services.
- Prepares, distributes, and processes budget worksheets; prepare and distribute required budget documents; assist departments in the preparation of budgets. Prepares revenue forecasts for budget and management decisions. Assists City Administrator in presenting the proposed budget to the Council and public.

- Determines investment options for City funds; manages the City's investment portfolio to maximize interest earnings; proposed new investment options to City Administrator.
- Selects, trains, motivates and evaluates City Treasurer Department personnel; provides or coordinates staff training and development; work with employees to correct deficiencies; implement discipline and termination procedures as required.
- Provides technical assistance in the preparation of grant applications; prepares periodic reimbursement requests and financial reports; coordinates with granting agencies to follow grant guidelines; monitors receipt of grant money along federal guidelines.
- Prepares and posts normal correcting entries and adjusting journal entries; prepares and posts year-end journal entries
- Prepares a variety of monthly and annual financial reports as required by the state and as requested by other personnel.
- Performs other job-related duties as required.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the Municipal Fiscal Procedures Act.
- Knowledge of the principles, practices, laws, and regulations related to municipal budgeting activities.
- Knowledge of management and supervisory principles and practices.
- Knowledge of department and City policies and procedures.
- Knowledge of Generally Accepted Accounting Principles.
- Skill in understanding the Tyler Munis ERP system
- Skill in the operation of computers and other standard office equipment.
- Skill in planning, organization, and decision making.
- Skill in the supervision of personnel.
- Skill in public speaking and public relations.
- Skill in the preparation of complex financial reports.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The City Administrator assigns work in terms of department goals and objectives. The supervisor reviews work

through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the Municipal Fiscal Procedures Act, Wyoming State Statutes pertaining to accounting functions, Wyoming Governmental Entity Budgeting, Accounting, and Reporting Manual, Generally Accepted Accounting Principles, Governmental Accounting Standards Board pronouncements, and the Sheridan City Code. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, administrative, supervisory, and technical duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to oversee the proper accounting and maintenance of public funds and public records. Successful performance helps ensure the sound financial operation of the city.

CONTACTS

- Contacts are typically with elected officials, department heads, representatives of state and federal agencies, members of the news media, and the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate personnel, provide services, and justify, negotiate, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Assistant City Treasurer (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of a valid driver's license issued by the State of Wyoming for the type of vehicle or equipment operated.

- Ability to be bonded.

The City of Sheridan is an at-will employer. This means that either party – the employee or the employer – may end employment at any time, with or without cause, with or without notice. All the terms, conditions and benefits of employment with the City are subject to change at any time, with or without notice, at the discretion of the City.