



EMPLOYMENT OPPORTUNITY

CITY TREASURER

\$300/month/no benefits

Part–Time (approximate 5 hrs/month)

*First review: **Friday, May 13, 2022. Apply early.**
Interested parties are strongly encouraged to submit
application materials as soon as possible.*



Why work for the City of Agoura Hills?

When you become part of the City of Agoura Hills family, you will work alongside a team of dedicated, skilled and highly motivated professionals, who contribute their talents and commitment in providing excellent services to our community. Here is an outstanding opportunity to serve in a dynamic organization dedicated to serving the Agoura Hills community.

What You'll Do

Depending upon assignment, duties may include, but are not limited to the following:

- Reviews and advises on the investments of the City's fiscal resources in compliance with the City's Investment Policy;
- Reviews prepared statements and reports. ;
- Signs warrants and pay checks;
- Assists in reviewing the City's banking needs and contracts;
- Serves as a member of the Finance Committee;
- Ensures the City is in compliance with all State and Federal laws regarding financial investments and reporting;
- Annually receives and provides recommendations on the City's investment policy to the Finance Committee.
- Assumes personal responsibility for ensuring the duties of the position are performed in safe and efficient manner;
- Reviews bank reconciliations and checks for internal control compliance;
- Performs other duties as required or assigned.

What You Bring:

Education:

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include a Bachelor's degree from an accredited college or university with major course work in accounting, finance, public administration, business administration, or related field and ten years of experience in investing in compliance with the California State code.

Knowledge, Skills, and Abilities:

Considerable knowledge of the principles and practices of financial record keeping, banking; State and City laws and ordinances pertaining to financial administration of municipal government; principals or computer technology and
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systems analysis; governmental accounting, and budgeting and investment management practices within a municipal environment; analyze fiscal data and draw logical conclusions; communicate effectively both orally and in writing; establish and maintain cooperative working relationships.

Licenses/Certificates:

Possession of a valid Class C California driver's license, and a satisfactory driving record.

Physical Demands:

While performing the duties of this class, the employees is regularly required to sit, stand, walk, talk or hear, both in person or on the telephone, and operate standard office equipment. Specific vision abilities required by the position include: close vision, color vision and ability to focus.



Mental Demands:

While performing the duties of the class, the employee is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; interact with City staff and other organizations; and deal with customer relations.

Work Environment:

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Are you ready? Apply!

Submit your application and resume online at www.agourahillscity.org Questions: email Christy Truelsen at ctruelsen@agourahillscity.org. Resumes may be attached to completed applications; however, a resume alone, will not be accepted in lieu of an official City Application. **The first review will be on Friday, May 13, 2022.** Qualified candidates are encouraged to apply early! Candidates with the most relevant qualifications will be invited to interview.

The Fine Print:

Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification, reference check and, in compliance with the Immigration & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation including a criminal history questionnaire and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification from the recruitment process.

COVID-19 Vaccination is required for employment. If you are not vaccinated, you may apply for a medical or religious exemption.

The provisions of this flyer do not constitute a contract, expressed or implied, and the City may modify or revoke any provisions contained in this flyer without notice.

Candidates with a disability who may require special assistance in any phase of the application process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Agoura Hills is an Equal Opportunity Employer (EOE).