



DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

JOB DESCRIPTION

Title: Treasurer

Department: Bureau of Treasury

Supervisor: Business Administrator

Date: August 21, 2023

General Description:

The City Treasurer oversees incoming and outgoing finances for the City. The City Treasurer is part of the Department of Administration, Bureau of Treasury, and reports to the Business Administrator. The City Treasurer will work with members of the administration on various financial tasks.

Essential Job Functions:

- Work with collectors of refuse and real estate taxes to ensure payment
- Receipting and recording all city revenue
- Billing for Accounts Receivable
- Open and close city bank accounts as well as make deposits and transfers into bank accounts
- Coordinate with Finance Manager and Finance Director
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Preferred Training, Experience, Knowledge, Skills and Abilities:

- Master's Degree from an accredited college or university in Accounting, Finance, Business or Public Administration or a closely related field and one (1) year of experience in public accounting, including local government experience in a management capacity including the supervision of professional staff; or
- Bachelor's Degree from an accredited college or university in Accounting, Finance, Business or Public Administration, or a closely related field, and three (3) years of progressively responsible experience in municipal finance or public accounting, including local government experience, and three (3) years in a management capacity including the supervision of professional staff; or
- Four (4) years of progressively responsible experience in municipal finance or public accounting, including local government experience, and four (4) years in a management capacity including the supervision of professional staff.
- Possess extensive knowledge of the principles, methods, and practices of local government financial administration, including generally accepted principles for local governments and governmental accounting standards.
- Detailed oriented
- Knowledge of computerized financial accounting and reporting systems
- Operates with professionalism and discretion at all times
- Excellent communicator, both written and oral

The Treasurer must attain residence in the City of Scranton within six (6) months from the date of their appointment, proven by deed, rent receipt, lease, and/or utility bills. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.