Proposed by: Vote: Administration

6 Aye 0 Nay 0 Absent

MUNICIPALITY OF SKAGWAY, ALASKA RESOLUTION NO. 13-18R

A RESOLUTION OF THE MUNICIPALITY OF SKAGWAY, ALASKA, AMENDING THE MUNICIPALITY OF SKAGWAY CLASSIFICATION REVIEW RANKING BY GRADE, TO RECLASSIFY THE POSITION OF MUNICIPAL TREASURER FROM GRADE 17 TO GRADE 20.

WHEREAS, the Administration Department has recently revised the job description of the Municipal Treasurer to include the supervision of two additional employees and each of the employees' duties; and

WHEREAS, the Municipal Treasurer position has been classified at Grade 17, which is a pay grade not commensurate with the revised duties of the position;

NOW THEREFORE, BE IT RESOLVED, by the Municipal Assembly of the Municipality of Skagway that Attachment "A," Municipality of Skagway Classification Review Ranking by Grade, is amended by reclassifying the position of Municipal Treasurer from Grade 17 to Grade 20.

PASSED AND APPROVED by a duly constituted quorum of the Borough Assembly of the Municipality of Skagway this 20th day of June, 2013.

Stan Selmer, Mayor

ATTEST:

Emily A. Deach Municipal Clerk

(SEAL)

Medical Assistant (T)	Municipality of Skagway Classification Review Ranking by Grade		
Library Clerk (T)	Job Title	Dept	GRADE
Library Clerk (T)	Medical Assistant (T)	CLINIC	10
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	Public Works Director	PW	21
	Police Chief	POLICE	21

MUNICIPALITY OF SKAGWAY

ADMINISTRATION JOB DESCRIPTION

POSITION TITLE: Municipal Treasurer

POSITION SUPERVISOR: Municipal Manager

HIRING AUTHORITY: Municipal Manager with confirmation by Assembly.

WAGE GRADE: Grade 17

BENEFITS PACKAGE: Medical/Dental Plan, Optional Life Insurance, Annual/Sick Leave,

(PERS) Public Employee's Retirement System, (ICMA) International City Management Association Retirement Plan and Flexible Spending

Plan for pre-tax medical spending deductions

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

• High School graduate, college courses in Accounting preferred.

- Three (3) years experience in accounting.
- Experience with computer based accounting system; demonstrated proficiency in word processing and spreadsheet programs including Excel and Microsoft Word
- Good organization, written and verbal skills.
- Must be bondable.

DUTIES:

This position is under the direction of the Municipal Manager.

- Responsible for maintaining accounting records for all Municipal funds.
- Prepares and supervises the preparation of financial statements and reports, including grant funds.
- Maintains operation of general accounting system and records of assets, liabilities and financial transactions; reconciles accounts.
- Assists in budget data preparation.
- Supervises the audit as to correctness of records, deposits, vouchers, etc.
- Responsible for compliance of all grant funds for all departments.
- Performs payroll duties in the absence of the Payroll/Personnel Clerk.
- Supervises the tax clerk and accounts payable/receivable clerk.