CITY OF HOUSTON

PO Box 940027
Houston, AK 99694
907-892-6869 Phone 907-892-7677 Fax

JOB ANNOUNCEMENT
TREASURER

The City of Houston is currently recruiting applicants for the position of Treasurer.

- 30-day evaluation/confirmation by the City Council
- Benefits: full coverage insurance, retirement plan

If you are interested and meet the qualifications for this position as listed in the job description, please submit a completed application packet consisting of the following:

- City of Houston Employment Application
- City of Houston Background Release form
- Cover Letter
- Resume
- Candidates must have a high school diploma, GED, or equivalent
- Valid State of Alaska's Drivers License

The job description is posted on the City of Houston website at www.houstonak.us
Submit your completed application, background release form, and any other materials to the City of Houston, Attn: Human Resources, PO Box 940027, Houston AK 99394 or fax to 907-892-7677. Should accommodations be needed to receive or complete the application, please call 907-892-6869 or email clerk@houston-ak.gov.

OPENING DATE: March 2, 2026
CLOSING DATE: Open until filled
HOURLY: Grade 7- $31.00-$40.45 DOE

The City of Houston is a drug free workplace and an Affirmative Action Equal Employment Opportunity employer. Applicants must be eligible for employment under the Immigration Reform and Control Act as of 1986 and subsequent amendments

Job Title	Treasurer	Department	Administration
Reports To	Council/Mayor	Finance	40 hrs. per week
FLSA Classification	Exempt	Effective Date	10/12/2022
City Classification	Confidential/Managerial	■ Full-Time	☐ Part-Time

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Summary:
The primary purpose of the position of Treasurer is it to ensure that the financial policies and goals of the City are achieved by continuous monitoring of the city's financial status as a whole, managing its funds and acting as custodian of the city's accounts.

Reasonable Accommodations:
To perform this job successfully, an individual must be able to perform each essential duty and physical demand satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

- Have primary responsibility for the implementation of HMC Title 4, Revenue and Finance and all activities pertaining to this position shall be in accordance with that title;
- Be in charge of and responsible for all City funds. The Treasurer must keep a complete account of money received and spent by the City;
- Ensure that City bills are paid in a timely manner and inform the City Council of the financial condition of the City;
- Be responsible for ensuring that only authorized funds are spent and be in charge of all financial records (ledger books, check registers, checkbooks and other financial records);
- Be responsible for filling out necessary applications and forms, including required reports, for the state, federal and borough funds;
- Administer all payroll functions, including paying payroll taxes and preparing quarterly tax returns;
- Process all purchasing information and accounts payable;
- The Treasurer is expected to attend and/or participate in workshops and meetings of the City Council.
- Perform other duties as assigned, such as, but not limited to:
    - Acting as Personnel Officer for the city and taking responsibility for the organization of personnel records, updating the Employee handbook as needed, creating and revising personnel forms as needed, and advising Council and department heads regarding personnel issues;

Scope and Accountability /Supervisory Responsibility
Receives general supervision from the Mayor.