

ASSISTANT CITY TREASURER

PURPOSE: Perform complex professional planning and administrative duties related to cash management/investments, billing/collection of revenues, and electronic payroll and tax functions.

FUNCTIONAL AREAS: Under direction of the City Treasurer:

1. Perform complex planning and administrative duties related to cash management.
 - * A. Manage the day-to-day enforcement, collection, and monitoring of city taxes, charitable gambling, special assessments, miscellaneous billing and other revenue collections.
 - * B. Direct and participate in accounting and financial reporting operations.
 - * C. Determine the cash flow needs of the City and its Authorities, and ensure that those needs are met.
 - * D. Establish, evaluate, and maintain banking relationships with financial institutions, brokerage firms, escrow agents, trustees, and registrar/paying agents.
 - * E. Administer electronic payroll, vendor and tax payments.
 - * F. Submit monthly, quarterly and annual payroll and tax reports.
2. Perform complex planning and administrative duties related to investments.
 - * A. Review, research and analyze new and existing investment structures and options.
 - * B. Recommend and implement long- and short-term investment policies and procedures.
 - * C. Determine amount, type and maturity of investments based on review of existing and determinable cash needs, revenue projections, economic conditions and current City financial status.
 - * D. Authorize or direct the transfer of funds to implement investment decisions.
 - * E. Monitor and maintain investment schedule.
 - * F. Provide technical expertise in the management of an expanding investment portfolio.
3. Supervise assigned staff.
 - * A. Prioritize, schedule, and assign work.
 - * B. Effectively recommend the hire, transfer, promotion, and suspension or discharge of subordinate personnel.
 - * C. Establish work standards and procedures, provide coaching and feedback, and conduct employee evaluations.
 - * D. Discipline assigned personnel as necessary.
 - * E. Train employees in proper and safe work methods and procedures.
 - * F. Effectively recommend adjustments or other actions in employee grievances.
 - * G. Delegate authority and responsibilities to others as needed.
 - * H. Disseminate instructions and information to employees through oral and written instructions.

4. Perform related duties.
 - * A. Assume the duties and responsibilities of the Treasurer as directed.
 - B. Participate in the formulation, implementation, and review of short- and long-term Division policies, objectives, goals, and plans.
 - C. Assist in the development and monitoring of the division budget.
 - * D. Respond to public concerns by providing information, explaining processes, and resolving issues.
 - * E. Provide analytical analysis of Treasury revenues and outcomes.
 - * F. Provide information and advice to other City staff and management regarding financial/bank issues, audit functions, and special projects.
 - * G. Research and analyze existing systems, policies and procedures; recommend enhanced processes and new initiatives; and advise and assist with implementation of new systems, policies, and procedures.
 - * H. Review office operations and make recommendation for improvements to procedures as necessary.
 - I. Perform related tasks as assigned.

JOB REQUIREMENTS

Education & Experience Requirements:

- † A. Bachelor's degree in Accounting, Business Administration or Management from an accredited institution, plus five years of verifiable, progressively responsible professional accounting or banking experience, at least two years of which are in a position of similar complexity and level of responsibility.
- B. Banking and/or investment experience preferred.
- C. Governmental accounting experience preferred.

Knowledge Requirements :

- † A. Thorough knowledge of general accounting principles, methods, practices and terminology as related to governmental accounting and cash management activities.
- † B. Knowledge of banking operations, investment strategy and procedures, cash flows and receivables management procedures, and measurement reporting methods.
- C. Knowledge of applicable City tax filings, payments, and reporting methods.
- † D. Knowledge of laws and regulations governing investments, banking, lawful gambling, state and local sales taxes, and special assessments.
- † E. Knowledge of effective management and supervisory practices.
- † F. Knowledge of accepted office practices and procedures.

Skill Requirements:

- †_____ A. Skill in the analysis of financial data for the purpose of making financial decisions, formulating projections, and solving problems.
- † B. Skill in writing reports and maintaining accurate records.
- † C. Skill in the use of a PC and applicable software including spreadsheet and word processing applications.
- † D. Skill in making presentations before groups.

Ability Requirements:

- † A. Ability to train and supervise staff.
- † B. Ability to communicate effectively both orally and in writing.
- † C. Ability to establish and maintain effective working relationships with co-workers, other governmental units, and the general public.
- † D. Ability to make sound investment decisions.
- † E. Ability to prepare narrative and statistical reports.
- † F. Ability to sit for extended periods.
- † G. Ability to occasionally lift and carry items weighing up to ten pounds .
- † H. Ability to attend work on a regular basis.

*Essential functions of the position

†Job requirements necessary on the first day of employment

Anlst: JA	Date: 20061030
Union: Supervisory	Pay: 1085
CSB: 20061107	Class: 1365
CC: 20061127	Res: 06-0779R