

Title: City Treasurer
PG: 63
Status: Civil Service
Position Reports to: Finance Director
Department: Finance

Class Code: 1019
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is administrative and financial work relating to the custody and accounting for all City monies and securities and the maintenance of treasury accounting records. Responsibilities include the direction, assignment and supervision of personnel engaged in receiving monies from revenues, fees, claims and accounts receivables due the City and for income deposited by other City departments; the deposit of all City funds and the safekeeping of all City-owned investments. Supervises main and branch locations; Work procedures and policies are determined and reviewed in discussion with the Finance Director who provides general supervision. Work is subject to review through internal controls, monthly reconciliation's and is audited annually by the City's external auditors.

ESSENTIAL FUNCTIONS:

1. Supervises the receipt and deposit of all funds due the City including utility bills, occupational licenses, special assessments, parking citations, receipts paid to other departments and all miscellaneous collections.
2. Acts as Registrar for some City revenue bond issues which, entails keeping records of individual bondholders, making interest and principal payments to the registered holders and wiring funds to accounts maintained with fiscal agents and third party registrars in other cities and states.
3. Collects and maintains records for all Special Assessments including those paid within 30 days of assessment and those opting for a five-year payback.
4. Collects all Miscellaneous Accounts Receivables due the City, some of which are leases, cemetery lots, monthly parking and one-time charges such as damage to City property.
5. Provides periodic list of all City-owned securities.
6. Responsible for collecting and maintaining records for all parking citations. Responsible for administrative functions such as reminder letters, notices, placing a hold on tags with the State of Florida Department of Motor Vehicles, releases, etc.
7. Responsible for the completion and remittance of various State of Florida reports including the abandoned property report, sales and use tax, liquor tax, and public depository report.
8. Establishes and maintains an effective working relationship with the City's primary banking institution. Performs liaison duties between the City and the banking institution.
9. Prepares City's banking contract and issues RFP for bids.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of municipal finance laws and regulations governing the handling of monies and securities.
2. Thorough knowledge of accounting, money and banking operations, and of office and personnel management procedures, methods and equipment.
3. Considerable knowledge of budget preparation and control.
4. Ability to plan and institute procedures and supervise personnel engaged in receiving and accounting for public monies and securities.
5. Skill in developing, revising and installing accounting systems and procedures and in preparing varied financial statements, reports and analyses.
6. Ability to communicate effectively in writing and verbally.
7. Ability to interact in a positive manner with the general public.

Title: City Treasurer
PG: 63
Status: Civil Service
Position Reports to: Finance Director
Department: Finance

Class Code: 1019
Date: 09/08

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
The job risks exposure to bright/dim lights, dusts and pollen.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with a degree in accounting, financial management or banking.
2. Four (4) years experience in business or governmental financial management, including two (2) years of experience relating to money and securities and debt administration.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level three (3) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.