

TREASURY AND REVENUE MANAGER

CLASS DESCRIPTION

General Responsibilities:

This is responsible managerial work in planning, coordinating and implementing the programs, operations, and services of the Treasury/Revenue section of the Finance Department consistent with governing State Statutes, Generally Accepted Accounting Principles, Governmental Accounting Board Standards, Internal Revenue Service, and City Ordinances. This managerial position shall direct the collection and deposit of City funds consistent with governing professional standards and the public interest, incorporating oversight of strategic cash management and investment strategies. This department head role requires working in close cooperation with other City managers. Reporting to the Finance Director/Treasurer, this position shall exercise considerable judgment and discretion in meeting established objectives.

Examples of Duties and Responsibilities:

Direct the programs, operations, and services of the Treasury/Revenue section of the Finance Department. Under the direction of the Finance Director/Treasurer, serve as custodian of all City funds. Estimate, monitor, and report on cash flow and transfer of funds between investment accounts to maximize investment earnings. Determine the daily cash needs of the City. Adjust investment pool balances and other investment accounts to meet cash needs of the City. Allocate daily idle funds to either short-term (money market accounts or daily repurchase agreements with the bank) or longer-term investments. Research and execute all investment transactions with brokerage firms. Monitor investment maturities and insure these funds are promptly deposited to the City's custodial accounts. Compute interest income for all investments and properly record revenues to corresponding funds within the City's ERP software solution. Oversee accounting in portfolio tracking and general ledger software applications by fund, including "to-market" adjustments. Act as liaison with banking and brokerage officials. Verify and authorize payment of both principal and interest for City debt service requirements. Prepare cash, investment, and any other relative footnotes disclosures for external audit purposes. Manage and prepare rebate calculations for arbitrage compliance.

Make all investments consistent with the City's official investment policy. Periodically update the investment policy to reflect changes in acceptable investment standards, informed by standard guidelines (e.g., GFOA).

Direct and prepare the City's tax roll (comprised of real estate and personal property taxes, special assessments and charges). Compute mill tax rates for annual property tax bills. Supervise the collection of annual property taxes. Settle with other taxing jurisdictions for their share of taxes. Oversee the collection of delinquent personal

property taxes. Direct and prepare compliance reporting for all escheat and unclaimed personal property.

Supervise and control the daily collection of all City revenues. Ensure that revenues are properly accounted for and recorded monthly within the respective accounts by fund. Monitor, organize, execute and account for monthly cash and investment transactions for all bank and investment accounts. Explain and/or define Treasury operating procedures or policies to property owners, developers, department/division personnel and elected officials. Plan, organize, administer, and coordinate cash collections for billing activities and report results. Maintain proper internal control procedures for cash and investment activities.

Lead software implementations for cash and investments tracking and property tax bills and revenue collections.

Direct the general administration of the Treasury/Revenue Section. Manage, hire, discipline, train, evaluate, and supervise staff. Provide training as appropriate. In conjunction with the Finance Director/Treasurer, monitor and recommend annual operating and information technology budgets.

Provide related high-level expertise and consultation to the Finance Director/Treasurer. Represent the interests of the organization in a wide variety of internal and external settings.

Prepare and present relevant written and oral reports. Perform and/or oversee special studies. Design intermediate-level spreadsheets. Maintain necessary records, files, and statistics.

Perform related work as required.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

Four years of directly related experience in the strategic investment and management of governmental funds, and at least one year of experience leading or supervising staff. Such experience would normally be gained after graduation from an accredited college or university with a major in public administration, business, finance, accounting or a closely related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of these positions will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Knowledge, Skills and Abilities:

Thorough knowledge of the principles and practices of treasury management relative to organizations of comparable size. Thorough knowledge of economic factors and conditions applicable to the investment of public funds, and applicable accounting and budgeting principles and practices. Thorough knowledge of strategic cash management and investment methodologies. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of the full range of supervisory principles and practices, labor relations and personnel management. Working knowledge of record management principles and practices incorporating appropriate technological applications. Working knowledge of statutory responsibilities of public treasury management. Working knowledge of budgeting and program administration principles and practices. Ability to plan and manage the work and staff and to establish a comprehensive system of internal controls over the handling of cash and other investments. Ability to perform complex public policy analysis and to prepare and present comprehensive and effective written and oral reports. Ability to work with a high degree of independence in carrying out assigned functions. Ability to develop and maintain effective working relationships with governmental officials, the economic community, the general public and staff. Ability to work effectively with multi-cultural populations. Ability to develop and justify budgetary requests and control budget expenditures. Ability to hire, train, assign, evaluate and discipline employees. Ability to maintain adequate attendance.

Special Requirements:

Ability to be bonded.

Ability to meet the transportation needs of the position.

The incumbent will be expected to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends.

Physical Requirements:

Work is performed in an office environment, using equipment such as a computer, telephone, copier, etc.

Department/Division	Comp. Group	Range
Finance	18	16

Approved: _____
Harper Donahue IV
Human Resources Director

Date