

City of Grants

POSITION DESCRIPTION

POSITION TITLE: City Treasurer

DEPARTMENT: Administrative and Finance Pay Range: \$60,000 - \$80,000

REPORTS TO: City Manager SUPERVISES: 4-5 Accounting Staff

POSITION SUMMARY: The City Treasurer performs a variety of complex, supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems and treasury functions of the City. The City Treasurer is responsible for providing professional assistance in the overall management of City Government through the provision of staff supervision, administrative advice, coordination of internal administrative operations and functions, and is also responsible for directing and ensuring the efficient and accountable management and recording of the accounting, payroll, and purchasing functions, periodic reporting and advisement to the City Manager, City Mayor, and City Council via the City Manager, budget management assistance to City administrators, and adherence to generally accepted governmental accounting principles.

PRINCIPLE RESPONSIBILITIES:

The City Treasurer must be able to perform, but not limited to, the following essential job duties, with or without reasonable accommodations:

- Supervises employees; trains and develops staff; selects, evaluates and disciplines assigned employees.
- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short- and long-range financial plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides professional advice to other department heads and City Manager; makes presentations to City Council, boards and the general public.
- Communicates adopted financial plans, policies and procedures to staff.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests and assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Oversees annual insurance renewals, and certificates of insurance and bonds.
- Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.
- Serves as chief financial advisor to the City Manager.
- Establishes and maintains internal control procedures and assures that State and National standard accounting procedures are maintained.
- Supervises the collection of fees, other receipts and monies owed to the City of Grants in accordance with laws and regulations.
- Maintains financial records.
- Develops financial studies and plans. Forecasts, estimates, and monitors the financial condition of the City to assure the fiscal wellbeing of the City.
- Prepares monthly and annual financial reports.
- Oversees the posting and reconciliation of ledgers and accounts.
- Directs the State and Federal reports, including tax reports.
- Prepares Bank Reconciliation.
- Maintains organization's stability and reputation by complying with legal requirements.
- Oversees Accounts Payable, Payroll, Purchasing and Accounts Receivable processing. Supervises preparation and accuracy.
- Assures the investment of City funds, consistent with law and best practices in municipal government.
- Prepares reports for Council Meetings as directed.
- Provides public records and information to citizens, civic groups, the media and other agencies as required by the Inspection of Public Records Act.
- Responsible for journal entries.

PRINCIPLE RESPONSIBILITIES CONTINUED:

- Develops finance related ordinances and resolutions.
- Represents the City at various conferences and meetings.
- Supervises and conducts procurement transactions.
- Ensures compliance with governmental requirements and submits required reports.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, Business, Public Administration, or a closely related field preferred, certification as a CPA preferred; minimum five years' experience in accounting, theory principles and practices; considerable knowledge of internal control procedures and management information systems; working knowledge of budgetary, accounting and reporting systems; considerable knowledge of cash flow and investment practices or equivalent combination of education and experience; three (3) years' experience in a Supervisory position with strong people skills. Must possess or be able to acquire a standard New Mexico driver's license, have and maintain a good driving record; must be bondable.
- Must pass a drug screen and background check.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of operations, services and activities of a comprehensive financial management and investments planning program.
- Knowledge of management skills to analyze programs, policies and operational needs.
- Knowledge of principles and practices of program development and administration.
- Knowledge of principles and practices of accounting, financial planning, investment planning, internal auditing, and budgeting systems.
- Knowledge of principles and practices of municipal budget preparation and administration.
- Knowledge of principles of supervision, training and performance evaluation.
- Ability to plan, organize, direct and coordinate the work of subordinate staff.
- Ability and skill to understand the principles and practices of governmental accounting and the regulations governing the reporting of municipal government financial activities.
- Ability to select, supervise, train and evaluate staff.
- Ability to delegate authority and responsibility.
- Ability to lead and direct the operations, services and activities of the department.
- Ability to perform and supervise complex financial research.
- Ability to identify and respond to Community and City Council issues, concerns and needs.
- Ability to develop and administer departmental goals, objectives, and procedures.
- Ability to prepare and present clear and concise administrative and financial reports pertaining to governmental financial activities and planning.
- Prepare and administer large and complex budgets.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support goals.
- Ability to research, analyze and evaluate new service delivery methods and techniques.
- Ability to interpret and apply Federal, State and local policies, laws and regulations.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability and skill to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and receiving feedback and input.
- Ability and skill to maintain mental capacity which allows the capability of making sound decisions, demonstrating intellectual capabilities and prioritizing of projects and services.

GENERAL CONDITIONS:
<p><u>Code of Conduct:</u> Employee is accountable for being informed of and complying with the City's Code of Conduct.</p> <p><u>Attitude:</u> Employee is expected to exhibit a positive, constructive and cooperative attitude in the workplace and with the general public.</p> <p><u>Initiative:</u> Employee must exhibit high levels of personal initiative; mature self-direction and responsibility, and leadership are expected of the employee in this position.</p> <p><u>Travel:</u> Performance of the job is subject to moderate vehicular travel within the City and in State, and occasional out-of-state travel including with commercial carriers.</p>
SUPPLEMENTAL REQUIREMENTS:
<p>PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee may be regularly required to sit for extended periods of time. The employee is frequently required to use hands and fingers to use computer keyboard, file, writing, and answering phones. The employee is frequently required to walk and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. May be expected to lift and/or move up to 25 pounds. Works in an office environment. The noise level in the work environment is moderately low. There may be intermittent interruptions from phones, public inquiries and other staff.</p> <p>WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee regularly works in an office environment. The noise level in the work environment is moderately low. There may be intermittent interruptions from phones, public inquiries and other staff.</p>

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.

Nothing in this job description restricts ability to assign, reassign, or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the City's current assignment of essential functions. Those functions may change at any time as the needs of the City change or for other reasons deemed appropriate by the City.

CITY MANAGER'S SIGNATURE: *the following signature indicates that the City Manager has approved this position description as of the date of signature.*

City Manager

Date

EMPLOYEE'S SIGNATURE: *the following signature indicates that the employee has read and understood the terms of this position description as of the date of signature:*

Employee

Date