

Position Title	CITY TREASURER	Department	Administration
Residency Requirement	None	Date	Revised 11-30-16
FSLA Status	Exempt	Union	Non-Union
Supervision Received	Under general direction of City Administrator	Supervision Exercised	Exercises supervision of Finance personnel
Subject to Recall	No	Shift Work	No. But work includes attending meetings which may be outside of normal working hours.

DESCRIPTION OF WORK

Performs administrative and professional work directing the finance activities which include accounting, cash and investment management, debt management, financial reporting, and provides leadership and direction to finance staff. Performs all statutory duties assigned to the city treasurer.

Work requires the exercise of considerable judgment in the performance of duties. The employee is expected to exercise discretion as they are required to handle confidential and sensitive information. Work is performed to required standards with considerable independence.

ESSENTIAL FUNCTIONS OF THE JOB

Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Plans, evaluates and directs departmental policies, programs and operations related to the financial and budgetary activities of the City.
- Directs the financial operations of the City by an established central accounting system within commonly accepted governmental accounting principles. Receives and deposits cash and negotiable payments; disburses funds. Oversees accounting and financial functions including payroll, accounts payable and other related functions.
- Receives and allocates to the appropriate funds all City monies collected including general property tax; maintains records of special assessments and directs the billing for water, sewer, and paving assessments.
- Prepares budget instructions and forms, conducts information meetings with Department Heads, and consolidates budget information for the City Council. Files budget with various agencies. Monitors compliance with the law.
- Coordinates the issuance of general obligation bonds; administers debt service payments and required billings. Acts as Bond Compliance Officer for the City of Hastings bond issuance and administration.
- Prepares or directs preparation of financial statements, activity reports, cost reports, financial position forecasts, or reports required by regulatory agencies. Plans and prepares for the annual audit.
- Supervises employees performing financial reporting, accounting, billing, collections, payroll, and budgeting duties.
- Serves as Treasurer of the Hastings Redevelopment Authority providing banking and reporting services.
- Maintains current knowledge of organizational policies and procedures, federal and state policies and statutes, and current accounting standards.
- Completes all statutorily required tasks within timelines established within the statute(s) and/or ordinance(s).
- Monitors financial activities and details, such as cash flow and reserve levels, to ensure that all legal and regulatory requirements are met and to ensure the effective and efficient use of city funds and resources.
- Handles complex problems involving calculations that result in the delivery of information and data concerning the financial system of the city. Consults with City Administrator regarding financial policies.
- Receives cash and checks, processes credit transactions, and performs banking duties.
- Supervises various departmental tasks such as posting and reconciliation of ledgers and accounts, payroll and accounts payable processing, and the collection of fees and other receipts; ensures that departmental activities are performed according to applicable federal, state and local regulations.
- Develops and maintains relationships with banking, insurance, non-organizational accounting personnel to facilitate financial activities.

ADDITIONAL EXAMPLES OF WORK PERFORMED

- Provides support to other staff and departments as required.
- Opens and closes finance office including vault.
- May serve on various employee committees.

QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in finance, public finance administration or related field, and four years of experience in governmental financial planning and administration, including supervisory experience or any combination of education and experience which provides the desirable knowledge's, abilities and skills.

OTHER REQUIREMENTS

- Valid driver's license and a driving record acceptable to the City's insurance carrier.
- Must be bondable.

PREFERRED QUALIFICATIONS

- A C.P.A. designation is preferred.

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of laws and policies governing municipal finance and accounting practices and procedures; of accounting practices and administrative policies; of modern office practices and accounting equipment; of municipal bonds and contracts and available investment opportunities; of data processing principles and practices; and of supervisory principles, and practices and processes of municipal budgeting.
- Ability to formulate and install methods, procedures, forms and record systems; to prepare complex financial reports in a timely, accurate, and understandable manner; to supervise maintenance of complex administrative records and prepare reports; to maintain satisfactory working relationships with those contacted in course of conducting work; to supervise professional and clerical staff including assignment of work and review of same; and to be effective in written and oral communications in contacts with local, state and federal officials and the public.

EQUIPMENT/JOB LOCATION

Proficiency in the use and operation of equipment including but not limited to the following:

• Tools

Computers to include desktop, notebook, personal, tablet

General Officer Equipment to include telephone, calculator, photocopier, fax machine, and postage machine

• Technology

Software to include Accounting, Data base, Payroll, Spreadsheet, Word Process, Electronic Mail, Adobe, Internet Browser, and Power Point

Work is primarily performed in an office setting with field trips into the community. The noise level in the work environment is usually moderately quiet.

PHYSICAL REQUIREMENTS

• Occasionally (1%-33%)

Standing, Walking, Change of Position, Reaching, Handling, Fingering, Feeling, Crouching/Squatting, Stooping, Climbing (stairs/ladders), Meet job demands under some stressful situations

• Frequently (34%-66%)

Sitting, Speak, Hear, Use of computer monitor, Close Vision, Ability to adjust focus

MACHINE CONTROL OPERATION

• Frequently (34%-66%)

Arm/Hand, Simple Grasp, Fine Manipulation

LIFTING

• Occasionally (1%-33%)

Lifting 0-10 lbs, Carrying 0-10 lbs, Pushing/Pulling 0-10 lbs

SEDENTARY WORK – Exerting up to 10 pounds of force occasionally, and/or negligible amount of force frequently.

Involves sitting most of the time but may involve walking or standing.