



DATE	January 2, 2015
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: City Treasurer
DEPARTMENT/DIVISION: Finance Administration
REPORTS TO: Chief Financial Officer

SUMMARY: This position manages and performs all treasury functions of the city. Major job responsibilities conducted include: banking, cash management, credit card and electronic payment interfaces; active investment program; debt program including planning, document preparation, issuance and management; revenue forecasting including; sales tax confidential reports; legal and contractual compliance areas including PCI, SEC Continuing Disclosure, Public Funds Investment Act (PFIA); formulating financial policies and procedures; and other special financial projects as assigned.

ESSENTIAL JOB FUNCTIONS:

Banking and Cash Management

- Develops and manages all banking relationships; bids and manages city depository bank contract and negotiates all related banking agreements
- Monitors city cash flows and prepares cash forecast
- Initiates and supports new cash receipt and disbursement technologies including credit and debit payments, ACH receiver services,(on-line banking), kiosk payments, web payments (direct and through third parties)
- Manages all banking operations-wires, stop payments, interbank transfers, check disbursements, collateral requirements, reconciliation of daily cash flow, analysis of bank fees, bank signatory duties, ACH transactions, safekeeping transactions and research of new services, compliance with Payment Card Industry (PCI), depository collateral requirements and federal banking requirements.

Active Investment Program

- Manages the investment of all city funds within investment policy guidelines as part of an active investment program designed to bring in higher earnings net of expenses than a passive investment program, while maximizing liquidity and minimizing risk.
- Ensures and reports compliance with the Public Funds Investment Act (PFIA) all federal and state laws with relevance to responsibilities are properly implemented and maintained
- Establishes selection criteria and selects broker/dealers with which the city will purchase and sell securities
- Obtains market information, reviews and analyzes investment offerings, and oversees execution of trades

- Monitors and analyzes market conditions and reformulates investment strategies accordingly. Researches new investment instruments and programs
- Prepares and reviews accounting journal entries, monthly portfolio accounting reports, audit worksheets and provides other assistance with the annual audit
- Produces four quarterly investment performance presentation books and one annual investment officer's report to the City Manager and the City Council for performance reporting and as part of a legal requirement

Debt Issuance, Management and Compliance

- Issuance of debt for the city-includes preparation of the official statement disclosure documents, preparation of rating agency presentation materials and the oral presentation, demographic research, advertisements, procurement of and coordination with the financing team, and timing the market
- Monitors arbitrage transactions, makes calculations and insures legal compliance
- Capital planning-includes debt impact analysis, assistance with bond elections, and formulating financing strategies
- Management of debt-includes monitoring debt covenants and accounting for debt, handling investor and citizen inquiries, maintaining schedules for debt service, updating ordinances and resolutions, maintaining federal tax reporting information, ensuring the city maintains its tax exempt status, and continuing disclosure

Other Duties

- Monitors sales tax payments through obtaining confidential reports from State Comptroller, converting file format into a usable Excel documents and identifying potential areas of non or under payment. Oversees contract with sales tax consultant for sales tax completeness.
- Prepares, revises and makes proposals to the Chief Financial Officer, City Management and the City Council on financial policies and procedures and assures adequate internal controls are in place and functioning
- Conducts research and forecasting analysis to prepare a monthly revenue budget forecast for the city which included in a monthly financial management report and oral presentation to city management
- Provides technical analysis, research and presentation materials for city management on special projects
- Coordinates revenue collecting activities between departments
- Prepares monthly revenue forecasts
- Assists in enforcing departmental rules and procedures
- Performs other duties as assigned

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Prepares annual revenue operating budget for the city, prepares debt service budget and provides technical support to the budget officer in the annual preparation of the multi-year financial plan
- Prepares and monitors annual budget for the Finance Administration division

- Management responsibilities for hiring, training, performance evaluations, organizing and reviewing work for employees in the division

WORKING CONDITIONS:

- Drives to seminars; sits for extended periods at desk; lifts, carries, files and types document; stand and walks while working with employees
- Operates microcomputer, Monroe Bond Trader, calculator, printer and other standard office equipment

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to plan, organize, coordinate and supervise multiple complex projects through completion
- Skill in preparation and presentation of technical material; excellent oral and written communication skills
- Ability to evaluate economic and market information, determine the impacts on the city, and formulate investment and debt strategies accordingly
- Knowledge of laws and contractual requirements applicable to areas of responsibility; federal and state
- Knowledge of banking and cash management procedures, products, and services
- Knowledge of financing alternatives and the debt issuance process
- Knowledge of financial markets, investment vehicles, trade procedures, delivery and settlement procedures; ability to converse with broker/dealers (technical terminology, etc.)
- Knowledge of general accounting; familiarity with proposing journal entries and how cash flows within a general ledger system and rolls to the financial statements
- Ability to evaluate and communicate relative benefits of various investment transactions and select appropriately considering all alternatives and circumstances; quick and knowledgeable investment decision making
- Strong technology skills including the ability to understand and work with multiple computer systems and multiple automated interfaces and the ability to download information from databases to spreadsheets for analysis. Programs include Sympro, on line banking, MSRB's EMMA system, Fifth Third credit card processing interface. skill in using microcomputer; spreadsheet analysis, graphics, maintenance of portfolio records, reports preparation and other data manipulation skills
- Ability to evaluate cash handling procedures and recommend internal controls
- Ability to write financial policies and procedures
- Ability to prepare cash flow forecast
- Ability to perform budgetary functions
- Ability to read and understand highly technical investment research

PREFERENCES:

- Bachelor's Degree in Business with an emphasis in Finance
- Treasury experience in the municipal environment
- Microsoft Office Products, Bloomberg, Sympro

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business and five years' experience in a treasury capacity (banking, investments, debt, budgeting) **OR**
- Master's Degree and three years' experience in a treasury capacity (banking, investments, debt, budgeting)
- Three years supervisory experience
- Possess a valid Class C Texas Driver's License

CONDITIONS OF EMPLOYMENT:

- Pass pre-employment drug screening test
- Pass MVR check
- Pass Criminal History check
- Credit record check
- Must be bondable