ASHEVILLE, NORTH CAROLINA

Classification Specification

Treasurer
Job Code: 1555
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to plan and manage operations and staff involved in cash management, debt, and investments for the City.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Manages, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; and provides progress and activity reports to Chief Financial Officer, City Manager,

Mayor, and City Council as requested.

Manages various cash management, debt, and investment functions: ensures adherence to established policies and procedures; ensures general ledger and all accounting activities comply with local, state and federal regulations and requirements and accepted accounting standards and principles; and develops, and implements process changes and improvements, policies, procedures, internal controls, and standards for cash management, debt, investments, and banking activities, to maintain compliance, to improve workflow, or to implement Governmental Accounting Standards Board updates.

Manage the City's debt portfolio: participates in the development of debt strategies for City Council approval; coordinates with external legal counsel, financial advisors, underwriters, and lenders regarding new debt, including refunding bonds, bond anticipation notes, and installment loans; coordinates with various City departments regarding internal documentation and City Council approvals; coordinates with state agencies regarding approval of new debt; coordinates with lenders regarding periodic loan draws and documentation; prepares and submits debt reports for Comprehensive Annual Financial Report (CAFR); oversees related activities, such as principal and interest payments to lenders and journal entries in accounting system.

Manages the City's banking activity and investment portfolio: develops money-centered banking strategies as it relates to environmental concerns; coordinates banking activities and relationships with banking institutions and brokers; develops investment strategies in compliance with state guidelines; develops cash forecast; presents investment proposals to Chief Financial Officer for approval; executes trades; inputs investment data into software for analytical and security purposes; provides trade data to other City staff for verification and internal controls; prepares and submits summary information and benchmarking analysis to Finance Committee; provides information and answers questions or requests for information, as needed; prepares and submits investment reports for CAFR; and oversees related journal entries to accounting system.

Manage the City's accounts receivable, billing, and collection activities: develops and implements collection and write-off strategies for fire inspection and business license receivables; develops and implements transition strategies as needed; coordinates input of billing information into accounting system; and coordinates billing mailings, collection activities, collection analytics, and communications.

Provides technical expertise and assistance to City departments and external individuals: coordinates with City staff to ensure proper allocation of funding, internal transfers are correctly recorded, and correct accounts are in place for new activities; coordinates general ledger activities, such as debt issuances, cash management, proper allocation of accounts payable and accounts receivable payments, and resolves accounts payable and accounts receivable and payroll issues; provides information and guidance, answers questions, and recommends solutions to City departments regarding cash management, debt service, investments, procedures and internal controls, and other complex accounting and reporting issues; and prepares economic analysis as requested.

Develops and implements Financial Operations Division budget: makes recommendations and forecasts regarding expenditures and revenues, including staffing, equipment and supplies, capital improvements, and service provision; monitors expenditures to ensure compliance with approved budget; reviews and approves purchase requisitions; and maintains related financial records and documentation.

Performs related duties in support of department operations: develops and implements process improvements and standardizations for various functions, such as vendor payment strategy and timetable guidelines, E-Verify, Iran Divestment compliance, data storage, electronic payments for vendors and employee reimbursement, cash deposits, inspection on-site payments, travel automation in accounting system, etc.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, and practices relating to government cash management, debt, and investments; monitors local, state, and federal regulatory and legislative developments and changes impacting cash management, debt and investment activities; reads professional literature; maintains professional affiliations; and facilitates and attends meetings, workshops,

conferences, and training sessions as required.

Communicates with City officials, supervisor, subordinates, other City employees, third party service contractors, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, bank statements, bond documents, balance reports, vendor payments, compliance letters, contracts, investment reports, CAFR debt and investment tables, economic analysis, debt summaries, staff reports, regulatory reports, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Master's Degree in Finance, Economics, or a related field required; supplemented by five years of experience in cash management, debt service, and investments, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain Series 7 certification.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic

algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.