



CITY OF SELMA JOB DESCRIPTION

Opening Date: Wednesday, July 14, 2021

Closing Date: Wednesday, August 13, 2021

Job Title: Treasurer

Department: Finance

Grade: Status/Schedule: Exempt, Full -time

Safety Sensitive Job: No

Security Sensitive Job: Yes

Job Description Prepared: June 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included

Relationships

Reports to: Mayor

Subordinate Staff: Accounting Manager; Accountant (Bank Reconcile); Accountant (Payroll); Accounts Payable Clerk

Internal Contacts: All City Departments

External Contacts: General Public; Vendors; Consultants; Financial Institutions; Attorneys; Insurance Providers; Industry and Business Prospects; State and Federal Agencies; Alabama League of Municipalities (ALM); Association of Government Accountants (AGA); Various City Boards; Committees; Auditors; Engineers; Contractors

Job Summary

Appointed by the City Council and under the administrative direction of the Mayor, the employee performs duties providing a variety of financial services for the City's elected officials

and departments. The employee is required to direct and coordinate the fiscal administration of the City, exercising initiative and judgment in planning and executing Treasurer duties, subject to legal requirements and general policies established by treasurer_finance_selma_june2021 2 federal and state codes, and City ordinance or resolution. The employee manages daily operations in the Finance Department; oversees investments of City funds; prepares financial reports for management; manages the cash flow process; works with auditors for year-end audits; prepares Financial Management Discussion and Analysis Annual Financial Statement; prepares City of Selma Annual Budget; provides standard and special reports to the Mayor; provides financial consultation to department heads. Oversees the supervision of the everyday activities of Department employees as it relates to tax and license, accounts payable/accounts receivable and payroll. Employee attends regular staff meetings and City Council meetings. This job is considered security-sensitive and is subject to a pre-employment background check.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Supervision and Personnel Management. Supervises and provides oversight of assigned employees in managing the daily functions of the Department.

1. Serves as the Department Head for the City's Finance Department.
2. Oversees the day-to-day operations of the Finance Department and supervises the work of assigned employees.
3. Establishes, maintains, and updates processes and procedures for the Department.
4. Assigns and delegates work to Departmental employees.
5. Ensures accuracy and timeliness of all work performed by Departmental employees.
6. Ensures accuracy of timecards and time sheets for all assigned employees
7. Considers and approves schedules and leave for all assigned employees.
8. Administers discipline following designated City-approved personnel policies and procedures for disciplinary actions.
9. Conducts performance evaluations of assigned employees.
10. Works with the Human Resources (HR) Director in taking all personnel actions; coordinates all searches, interviews, and hires through the HR Department.
11. Interviews and selects prospective job applicants for vacant jobs; consults and coordinates with the HR Department and the Mayor.
12. Oversees and coordinates training programs for all assigned employees.
13. Participates in training and continuing education programs; maintains current professional knowledge and required credentials.

ESSENTIAL FUNCTION: Financial Management. Employee oversees the management of all City finances ensuring compliance with federal, state, and City laws, regulations, and ordinances.

1. Serves as custodian of City funds and receives all monies belonging to or due to the City arising from any and all sources.
2. Oversees and directs the control, execution, accumulation, and reporting of the City's economic activity
3. Prepares budgets on behalf of the Mayor for submission to the City Council for approval.
4. Meets with the City Council to review proposed budgets and advises the City Council during the budget adoption process in order to meet their goals and objectives.
5. Directly supervises the Accountants and other employees of the Finance Department.
6. Prepares budgets for final adoption by the City Council.
7. Monitors expenditures of the various City departments in relation to adopted budgets to ensure the sound financial stability of the City.
8. Reports monthly the financial condition of each department authorized to draw on the Treasurer and compiles and submits a quarterly statement regarding the financial condition of the City to the City Council.
9. Advises elected officials and department heads on financial matters. 10. Assists elected officials in developing long-range financial plans.
11. Coordinates the various activities involved in issuance of long-term debt.
12. Works with investment bankers and bond attorneys in the development of official statements. 13. Develops policies and procedures for all collections and dispersals of money.
14. Devises strategies and documents to be used during presentations to rating agencies.
15. Attends meetings with, supplies information to, and answers questions from various rating agencies (including Moody's, Standard & Poor's, and various insurance companies) to determine the City's bond ratings.
16. Receives, invests, and coordinates the expenditure of proceeds from bond/warrant proceeds and reviews documentation of proceeds from bond/warrant proceeds.
17. Invests City funds in various depositories as set forth in the City code and obtains securities for the assurance of proper and adequate coverage of said deposits and investments.
18. Prepares a variety of mandated and requested financial reports.
19. Assists the Mayor in the selection and negotiation of fees of a certified public accounting firm to serve in the capacity of City auditor and works closely with same during annual audits.
20. Works with auditors performing the City audit.
21. Ensures all cash receipts are deposited; and there are sufficient funds and working capital available to operate the City.
22. Ensures all related records are accurately and efficiently maintained according to City policies and procedures.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(can be acquired on the job)

1. Knowledge of City ordinances, policies, and procedures.
2. Knowledge of budgeting principles and practices.
3. Knowledge of financial reporting procedures.
4. Knowledge of current and future trends in city and financial planning and management.
5. Knowledge of information technology, principles, and systems of the City.
6. Knowledge of and ability to interpret and/or apply contracts, rules, regulations, ordinances, resolutions, and federal, state, and City codes.
7. Knowledge of federal, state, and local laws and restrictions and the Code of Alabama as it applies to municipal government.
8. Knowledge of modern office practices and procedures and business English.
9. Knowledge of governmental accounting.
10. Knowledge of municipal bond market and rating agencies.
11. Knowledge of personal computer operations and information technology hardware and software.
12. Interpersonal skills and ability to communicate in an effective manner with employees, department heads, elected municipal officials, and officials in county, state, and federal governments.
13. Verbal skills to effectively communicate with co-workers, supervisors, the general public, over the telephone and in person.
14. Reading skills to comprehend codes, regulations, policies and various manuals and directives.
15. Writing skills to develop professional letters, reports, and other materials using correct English, grammar, punctuation, and spelling.
16. Math skills to perform financial and budgetary functions.
17. Analytical skills in accounting and finance.
18. Ability to supervise the work of others.
19. Ability to keep complex records and to prepare reports from such records.
20. Ability to effectively communicate with employees, elected officials and the general public.
21. Ability to analyze and solve complex problems.
22. Ability to establish and maintain effective working relationships with other employees, elected officials and the general public.
23. Ability to work independently with little or no supervision.
24. Ability to be bonded by an insurance company for the expenditure of municipal funds.
25. Ability to deal with high levels of confidentiality involved in many sensitive areas.
26. Ability to operate standard office equipment.
27. Ability to use computers and office productivity software.
28. Ability to handle and account for monies.
29. Ability to use multiline and cellular telephones.
30. Ability to deal with all contacts in a courteous and patient manner.

31. Ability to handle upset or irate individuals.
32. Ability to handle dynamic situations in a calm and courteous manner.
33. Ability to maintain strict confidentiality dealing with personnel records.
34. Ability to organize and prioritize work projects and multi-task.
35. Ability to drive.

Minimum Qualifications

1. Possess a bachelor's degree in accounting or public administration from an accredited college or university.
2. A minimum of five (5) years of progressively responsible experience in finance or accounting, preferably in governmental accounting; supervisory experience is required.
3. Possess a current and valid driver's license; must be insurable.
4. Designation as a Certified Public Accountant (CPA) is strongly preferred.
5. Designation as a Certified Government Financial Manager (CGFM) as awarded by the Association of Government Accountants (AGA) or as a Certified Public Finance Officer (CPFO) as awarded by the Government Finance Officers Association (GFOA) is desired.
6. Ability to be bonded.
7. Ability to work non-standard hours, including holidays and weekends.
8. Ability to travel for training.
9. Ability to pass a pre-employment background check.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

Contact:

APPLICATIONS INCLUDING YOUR RESUME SHOULD BE SUBMITTED TO THE PERSONNEL DEPARTMENT
222 Broad Street
Selma, Alabama 36701
THE CITY OF SELMA IS AN EQUAL OPPORTUNITY EMPLOYER