

CITY TREASURER

POSITION SUMMARY: Under the general supervision of the Finance Director, is responsible for directing all facets of tax administration, receipt and deposit of City revenues, delinquent tax collection, and wholesale water and sewer invoicing. Responsible for analyzing and developing retail and wholesale water and sewer rates and also assisting with budgeting for the Water and Sewer Enterprise Funds.

SUPERVISION RECEIVED: Work is performed under the direction of the Finance Director.

SUPERVISION EXERCISED: Supervision is exercised over subordinate departmental personnel.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Plans, organizes, and directs the Treasury Division's operations including personnel, budgeting, and general administration. Develops and implements division policies and procedures, internal controls and reporting forms, and divisions goals and objectives in accordance with department needs, City directives and legal regulations.
2. Participates in recruitment and hiring of division personnel. Supervises personnel, evaluates performance, and oversees training and professional development. Assists in problem resolution and takes disciplinary action according to established procedures.
3. Maintains all financial records and monitors all accounts under the Treasury Division's responsibility. Plans, organizes and administers the financial activities of the division in accordance with accepted fiscal practices, and state and local regulations.
4. Prepares the tax roll and any corrections issued by the local Board of Review, Michigan Tax Tribunal, or the State Tax Commission. Issues tax distribution reports, calculates the tax capture for the Downtown Development Authority (DDA) and the Brownfield Authority, and distributes taxes accordingly.
5. Manages and oversees the tax billing, water and sewer billing processes, special assessment billing, water and sewer rate setting, and DDA investments. Also provides guidance on tax regulations.
6. Oversees the collection of taxes, enterprise receivables, and other payments to the City. Manages legal proceedings relating to delinquent accounts, property seizures, tax auctions, and other collection processes.
7. Conducts water and sewer rate studies and utility rate computations making recommendations and participating in contract negotiations with wholesale customers. Participates in the budgeting process for the Water and Sewer Funds and the projection of utility revenue. Also makes recommendations concerning financing of facilities expansion.
8. Completes special projects, and makes presentations as requested. Prepares various financial reports required by the City, state, and federal agencies. Produces charts and tables, and analyzes various scenarios.

9. Keeps abreast of legislative or regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Maintains cooperative relations with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
10. Acts as department spokesperson as directed, establishing and maintaining effective relationships with citizens, news media, City officials, employees, and other interests. Responds to public inquiries and investigates complaints.
11. Advises and assists the Finance Director regarding financial and treasury issues. Attends City Council meetings, and other meetings as required.
12. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A Bachelor's degree in accounting, finance, or a related field. Designation as a Certified Public Accountant is desirable.
- B. Five or more years in professional accounting or financial management in a municipal setting with supervisory experience.
- C. Thorough knowledge of the principles, practices and legal regulations of municipal finance, budgeting, accounting, enterprise funds, rate setting, and taxes.
- D. Thorough knowledge of the methods and techniques of financial analysis, accounting, and financial reporting.
- E. Knowledge of public management techniques involved in operations management, personnel administration, and labor negotiations.
- F. Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- G. Skill in assembling and analyzing financial data, tax information, rate setting data, and developing budgets, and preparing comprehensive and accurate reports.
- H. Skill in effectively communicating ideas and concepts orally and in writing, and in making presentations in public forums.
- I. Skill in the use of office equipment and technology, including computers and financial software, and the ability to master new technologies.
- J. Ability to critically assess situations and solve problems, and to work effectively under stress, within deadlines and changing work priorities.
- K. Ability to evaluate a variety of municipal financial services, analyze operating issues and establish internal policy and procedural recommendations.

- L. Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with employees, elected officials, the media, professional contacts, and the public.
- M. Ability to effectively train, lead and motivate employees and supervise and evaluate the work of others.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

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