

**DEPARTMENT HEADS AND DIVISION CHIEFS
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PROMOTIONAL/EMPLOYMENT OPPORTUNITY

Vacancy No. 169-1

Title of Position Treasurer/Deputy Finance Director
Vacancy exists in the Finance/Treasury Department

Salary Range \$85,000 - \$100,000

Date Posted ~~June 17, 2016~~ **RE-POSTED June 30, 2016**

Deadline for Applying ~~June 30, 2016~~ **DEADLINE EXTENDED TO: July 15, 2016**

Remarks This is a Unclassified/Exempt Position
Examination Weight: 100% Education & Experience

Statement of Duties Under the general supervision of the Finance Director exercising independent judgment will manage staff of the Treasury Division to include accounts, accounts payable, payroll, capital projects and reconciliation activities; maintain custody of all public funds; direct cash management functions to ensure that sufficient funds are available to meet planned expenditures; monitor cash flow and prepare cash forecasts; manage all banking operations and relationships; process all wires, internal accounts transfers, interbank transfers, check disbursements, lock box receipts, credit card processing, ACH files and electronic payment interface; process redemption of properties from tax sales; review and sign bond issuance and lease purchase documents; manage investment of City funds; monitor and analyze market conditions and reformulate investment strategies accordingly to maximize investment returns; represent Treasury Division at meetings both external and internal including City Council meetings; Analyze financial information and advise the Finance Director as to the fiscal condition of the City; assist in the audit function; manage special projects and programs assigned by the Finance Director; service as Administrator of Firefighters' Pension Fund; act as Finance Director in the absence of the Finance Director; perform related work as required.

Special Remarks Applicants will also be subject to a background criminal check prior to employment. Negative findings may prevent applicant from being considered.

Education & Experience Bachelor of Science or Bachelor of Arts degree from an accredited college or university in finance, accounting, business or related field supplement with at least seven years of financial management and supervisory experience; or any combination of education and work experience to successfully complete the duties and responsibilities. Must possess excellent communication and computer skills using Microsoft Word, Excel and Access. Supervisory and municipal government experience is preferred.

T.D.D.: 739-9150 Telecommunications for the Deaf