

City of Claremont, New Hampshire

Position Description

Position Title:	City Treasurer	Union/Merit:	Merit
Reports to:	Finance Director	Grade Level-Points:	10 - 679
Department:	Finance	Revised/Updated:	04/10/05
FLSA Status:	Exempt		

Job Summary

The incumbent is responsible to monitor cash balances on a daily basis during peak collection periods and invests funds as necessary. Investment, borrowing, and cash management processes affect other City operations by assuring that funds will be available to meet operating needs. The effect of work done by the incumbent has broad application to the entire operation of a department, and involves the outlays of public monies as well as the successful completion of important projects and programs. Very often, expenditures involve monies received from various state agencies and are accountable to Federal and state funding sources, for which there is strict accounting. An incumbent in this class of positions performs highly responsible work in the administration and management of City government funds, including the custody, disbursement, investment and borrowing of monies. The incumbent is responsible for planning, directing, controlling, coordinating and staffing all the activities of the Central Collections Office, which includes the Tax Collector, City Clerk, and Deputies. The City Treasurer serves as Finance Director in his/her absence. The position of Treasurer is appointed by the City Manager as directed in Section in the City Charter. The incumbent is an officer of the City.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Supervises and is responsible for the issuance of all checks for payment of payrolls, loan obligations and purchases;
2. Deposits funds in banking institutions approved by the City and maintains custody of all monies received in the City treasury;
3. Oversees and maintains a system for accounting for all receipts and payments on behalf of the City.
4. Monitor cash balances on a regular basis to determine when borrowing or investing of funds is most practicable.
5. Supervises the compilation of information for audited year-end reports and assists auditors at year-end
6. Researches various investment or borrowing options.
7. Negotiates long and short term borrowing

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8. Prepares financial statements.
9. Oversees detailed records of monies received from other departments and prepares appropriate documents.
10. Assists in the planning and execution of matters pertaining to a major portion of the management or administrative program of a major department, making decisions and recommending policies to meet departmental requirements and to deal effectively with operating needs.
11. Acts as a supervisor of departmental employees in the absence of the Finance Director and assists the City Manager and Finance Director in preparing reviews of department personnel.
12. Advises City Manager and the department head on administrative matters; prepares reports, including statistical analysis: prepares and follows up on budget reports.
13. Proves balances on general fund, payroll, and various other bank statements. Proves general ledger balances with tax collection account receivable ledgers. Prove balances on motor vehicles and transfer station tickets with account receivable ledgers.
14. Prepares and types a variety of correspondence, reports and statistical data.
15. Maintains detailed records of the City debt, indicating purpose, incurred date, due date, interest rate and payment provisions.
16. Prepares monthly cash and long term debt reports for the City Council packet.
17. Handles all insufficient funds checks for all departments.
18. Manages the operation of the Central Collections Department overseeing and supervising timely completion and accuracy of work and providing training to staff to assure maximum efficiency and smooth functioning during peak work periods and leave usage.
19. May develop or assist in developing training programs for new employees, teaching basic principles and practices, reviewing work assignments and generally holds self available to provide counseling on job-related matters
20. Assists City Manager's Secretary as deemed necessary by the City Manager.
21. Assists on an as needed basis with payroll, health and life insurance for City employees as deemed necessary.

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22. Assists in Central Collections Office, when needed, through acceptance of property tax, water and sewer payments, motor vehicle registrations, transfer station tickets, issuance of certified copies of vital statistics and issuance of dog licenses.
23. Processes cash receipts, balances respective cash drawer and prepares deposit to banking institution.
24. Performs other related duties as requested.

Peripheral Duties

Serve as Finance Director in his/her absence.
Perform the duties of subordinate personnel as needed.
Analyze and recommend improvements to equipment and facilities, as needed.
May serve as the Clerk to the Council in the absence of the Executive Assistant.

Desired Minimum Qualifications

Education and Experience:

A candidate for this class of positions should have completed a Bachelor's Degree in accounting and/or business administration from an accredited college or university, successfully completing courses in accounting principles and practices plus five (5) years or more of progressively responsible experience, in a responsible administrative position involving the making of financial decision (preference will be given to experience in a municipal setting); OR any equivalent combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Extensive knowledge of accounting methods, techniques of office and administrative management, including principles and practices to balance and reconcile a wide variety of detail, subsidiary and control accounts, to compile and analyze accounting data and to prepare a variety of financial reports and statements from such data.
- Considerable knowledge of legal requirements and regulations governing municipal financial operations.
- Working knowledge of staff utilization and work simplification.
- Familiarity with the principles and methods of automated accounting and considerable knowledge of the city computer programs used in the work.

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Ability to:

- Plan, organize and assign work to others.
- Train and supervise subordinate personnel.
- Exercise considerable judgment and discretion in analyzing, evaluating and making recommendations for improvements in the administrative and operational efficiency of the agency.
- Perform research, compile and organize data into reports, such as: budgets reports and other documents.
- Plan, coordinate and oversee the work of a small staff responsible for departmental functions.
- Generate financial statements and correspondence, setting up material in proper formats.
- Maintain confidentiality, particularly on matters on which no publicity is imminent and to communicate effectively, both orally and in writing.
- Develop and maintain effective working relationships with employees of the City government, members of the general public, and bank employees.
- Establish and maintain effective working relationships as well as communicate effectively with city officials, department heads and persons generally associated with government regarding the receipt and expenditure of public monies.
- Effectively communicate in writing and verbally.
- Give verbal and written instructions.
- Make independent judgments which have critical impacts on the organization.

Skill in:

- Skill in the use of the tools and equipment listed below.

Supervision Received

Works under the direction of the Finance Director.

Supervision Exercised

The incumbent works with a great deal of independent judgment and discretion following general polices and practices that have been understood by the work force over a period of time, but can and does change these, with the approval of a superior, whenever circumstances and conditions suggest. Work is generally evaluated by results achieved. State laws regarding investments, the issuance of bonds or notes, and other treasurer's duties, as per NH RSA, must be observed. The nature of the work performed by an incumbent in this job is very complex, in that the incumbent must make important decisions relating to the varied operations of a substantial department. While the incumbent can look to a superior for guidance on highly important matters, the employee arrives at his/her own decisions in most situations, and generally bears a great deal of responsibility for these decisions. The City Treasurer performs administrative work involved in controlling and supervising the custody and disbursement of City monies. Guidelines consist of laws and regulations governing policy and operating procedures of the Treasurer's Office, City policy, and principles of accounting and finance pertaining

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to such matters as investment. State guidelines, while fairly explicit, require considerable judgment in determining how a financial process shall be implemented within the City's accounting system. Work consists of managerial functions and processes of both administrative and professional character.

Responsibility For Public Contact

Daily contact requiring courtesy, discretion, and sound judgment. Personal contacts are with members of the financial community and state agencies relating to investment and borrowing funds, department heads, officials at other levels of government and in the private section, employees in other City offices and the general public. Contact with City employees involves coordinating the clerical work of the office or resolving operational problems such as correcting inaccurate data.

Licensing & Certification

Must maintain any required approvals and designations as required.

Tools & Equipment Used

Personal computer including Microsoft Office software, accounting software, folder/inserters, telephone, typewriter, calculator, copy machine, and fax machine etc.

Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

Typical Controls & Equipment: Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, postage machine, folder/inserters, microfilm/fiche reader, computer mouse.

Typical Work Environment: Inside: 99% Outside: 1%

Summary of Occupational Exposures: May be exposed to cleaning fluids, copier toner, etc.

The incumbent's working conditions are typically quiet.

Physical Activity Requirements

Primary Physical Requirements

Other Physical Considerations

LIFT up to 10 lbs.: Frequently required

Twisting: Occasionally required

LIFT 11 to 25 lbs.: Occasionally required

Bending: Occasionally required

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<u>LIFT 26 to 50 lbs.:</u>	Rarely required	<u>Crawling:</u>	Rarely required
<u>LIFT over 50 lbs.:</u>	Not required	<u>Squatting:</u>	Occasionally required
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<u>CARRY up to 10 lbs.:</u>	Occasionally required	<u>Kneeling:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required	<u>Crouching:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required	<u>Climbing:</u>	Rarely required
<u>CARRY over 50 lbs.:</u>	Rarely required	<u>Balancing:</u>	Rarely required
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<u>REACH above shoulder height:</u>	Occasionally required	<u>Grasping:</u>	Frequently required
<u>REACH at shoulder height:</u>	Occasionally required	<u>Handling:</u>	Frequently required
<u>REACH below shoulder height:</u>	Occasionally required	<u>Torquing:</u>	Occasionally required
<u>PUSH/PULL:</u>	Occasionally required	<u>Fingering:</u>	Frequently required

During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

<u>Talking:</u>	Necessary for communicating with others.
<u>Hearing:</u>	Necessary for taking instructions and information.
<u>Sight:</u>	Necessary for performing job effectively and correctly.
<u>Tasting & Smelling:</u>	Not required for the performance of the functions of this position.

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