

City of Windsor Heights

TREASURER

Department: Finance and Administration
Reports To: City Administrator
FLSA Status: Exempt
Written By: Marcia Woodke
Approved By: Brett Klein
Council review and approval on February 2, 2015

Summary Description:

Under the general direction and supervision of the City Administrator, the Treasurer is responsible for the coordination, oversight, and practical application of all City accounting functions including but not limited to: accounts payable / receivable, payroll, and all other fiscal responsibilities of the City. The Treasurer is responsible for ensuring all accounting functions, including the deposit of City funds are carried out in accord with generally accepted accounting practices, City Code and Iowa State Statutes. The incumbent monitors the overall effectiveness and efficiency of the department and makes recommendations for improvement and directs the activities of the department.

Appointment/Selection:

Selection is made by the City Administrator and is based upon merit and qualifications. The City Administrator may confer with the Finance and Personnel Committee prior to a formal job offer.

Knowledge, Skills, and Abilities:

- Ability to analyze accounting and financial data, prepare reports and maintain accurate records.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) standards.
- Knowledge and practical experience with a variety of computer software programs including word processing, Excel, e-mail, and municipal financial software.
- Exceptional analytical and general office skills.
- Ability to effectively communicate verbally and in writing.
- Establish and maintain positive working relationships with City staff, elected officials, public, press, and contracted vendors.
- Ability to use contemporary technology, including computers, telephones, social media and software management programs.

- Ability to conduct complex quantitative and qualitative analyses.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, and concentrate for long periods of time.
- Must possess ability to work independently and be flexible.
- Ability to multi-task on a daily basis, performing with telephone and walk-in customer interruptions, and adapt to changing priorities.
- Knowledge of and the ability to safely work with general and specialized tools and equipment used in a municipal office setting, including but not limited to copier, tri-fold machine, adding machine, postal meter, etc.
- Must be bondable according to State or local Code.
- Must possess exceptional interpersonal relationship / customer service skills.
- Ability to understand, interpret, explain, and apply all city, state and federal laws regulating City financial accounting, reporting and record keeping.
- Ability to develop policies, plans and procedures.

Essential Functions (The following is a list of typical duties):

- Collect and receipt monies received from the public, financial institutions and various city departments.
- Reconcile the City's various bank accounts and funds on a monthly basis from the Treasurer's Report and prepare a report for dissemination of same information. Update monthly spreadsheets and investment report.
- Provide revenues and expenditures year-to-date on budget / actual reports to department heads and the City Administrator.
- Function as the HR Liaison to the City Administrator.
- Monitor accounts payable – confirm all bills with departments and pay bills in a timely manner to avoid interest or penalties. Prepare bills for Council approval.
- Propose new revenue streams regularly and in accord with the proposed budget.
- Monitor accounts receivable – bill for services in a timely manner and follow-up on delinquent accounts.
- Determine resource needs and funding requests.

- Receive all utility funds, credit proper funds and deposit same into accounts under custodial care of the Treasurer.
- Monitor City debt and make payments in accord with due dates.
- Perform payroll functions along with, or in lieu of, the City Clerk, including all monthly reports to the State and Internal Revenue Service.
- Oversee and maintain the financial reports of any grants received by the City.
- Administer and monitor the City's partial self-insurance / health reimbursement account and issue reimbursements as needed.
- Direct, assign, plan and review the work of department staff. Resolve personnel complaints and problems and maintain a productive work environment.
- Assist with the formulation of the annual budget and enter all requested, proposed and approved budget information in the line item budget. Complete the State budget report along with the City Administrator.
- Monitor contracts for compliance with all provisions contained therein.
- Work with the Clerk to oversee the City's health, liability, property and worker's compensation insurance programs.
- Attend and prepare minutes of meetings as directed.
- Prepare the annual financial report of City and Utility operations and funds in the manner prescribed by Iowa law, or City ordinance, and all other reports as necessary.
- Serve as Bond post-issuance compliance officer and ongoing disclosure representative.
- Develop and recommend policies and procedures to enhance the effectiveness and efficiency of department operations.
- Enforce the City Code and all polices.
- Answer phone calls, assist public with questions, comments and concerns and report all complaints to supervisor immediately. Upon receipt of a complaint will take copious notes in the absence of the City Administrator and receive contact information of the complainant.
- Coordinates the management of City capital projects in conjunction with the City Administrator and Department Heads, including assisting with the preparation of contracts, proceedings, and associated communications, maintains a file on all projects with outstanding balances, files, etc.
- Maintains a file on all bond issues including the resolution setting the public hearing, resolution authorizing further action on issue, public hearing, resolution setting bid

procedures, resolution making award, Preliminary Official Statement (POS), disclosure statements, Official Statement, Issue Book, and amortization schedule, etc.

- Prepares quarterly investment reports for the Council and City Administrator.
- Other duties as directed by the City Administrator or City Council that arise from a matter of policy or contemporary trends.

Peripheral Duties:

- Attend seminars, professional /district meetings, and workshops related to City finances and budgeting, and responsibilities to keep apprised of developments or changes in municipal government and local, state, and federal law.

Experience and Training:

- Graduation from an accredited college or university with a two (2)-year Associates Degree in Accounting, Business, Finance or related field. Bachelor's Degree in Accounting, Finance, Business or related field preferred. Relevant college coursework and / or municipal experience may be substituted for the requirements contained herein at the discretion of the City Administrator.
- Must possess a valid Iowa driver's license. If in possession of a valid out of state license, must be able to possess and maintain throughout employment a valid Iowa driver's license within 6 months of employment.
- Training sufficient to be a Certified Municipal Clerk within five (5) years of appointment.
- Possession and maintenance of C.P.R., AED and First Aid certifications.

Tools and Equipment Used:

- Typewriter, personal computer, including word processing, spreadsheet and data base software, 10-key calculator, telephone, copy machine, fax machine, postage meter, first aid and safety equipment.
- Cleaning and maintenance chemicals and solutions in accord with the manufacturer's specifications.

Work Environment/Frequent Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- The noise level in the work environment is low/moderate level office noise in addition to occasional noise exposure of streets, parks and pool maintenance machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.

- Frequent use of physical strength requiring the moving, lifting, pushing, carrying and pulling of objects weighing up to 30 pounds.
- Frequent use hands frequently to finger, handle, or feel objects, tools or controls.
- Frequent reaching with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills.
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.
- Requires clerical, forms, numerical, and verbal perception.
- Occasionally crawling and lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required. Individual will be expected to lift items in this range with the assistance of a machine or other able individual

Interaction with Other Department/Staff:

- The position requires a high degree of information sharing between administration, clerk, public works, police, building inspector, City Council, and other temporary staff. It is of the utmost importance that any personal information be kept strictly confidential and in the event of written documents with personal information be held under lock and key.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Acknowledgement:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Windsor Heights reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Windsor Heights. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the City of Windsor Heights has a similar right.

Employee's Signature

Date

City Administrator

Date

The City of Windsor Heights is an Equal Opportunity Employer.