

## **CITY TREASURER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for coordinating and administering policies and procedures for the enforcement of tax delinquency, and for the collection of revenue for the City. An incumbent in this position is responsible for the operation and oversight of a division in the City finance department. The work is performed under the general supervision of the City Comptroller. Wide leeway is allowed for the exercise of independent judgement in carrying out the responsibilities of the position. Supervision of subordinate account keeping staff is a responsibility of the position. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops policies and procedures relative to enforcement of tax delinquency in

accordance with State and Federal laws;

Coordinates and administers policies and procedures for collection of revenue for

the City in accordance with State and Federal laws;

Supervises the activities of account keeping staff performing collection activities;

Prepares quarterly reports showing original appropriations, adjustments, outstanding

encumbrances and unencumbered balances;

Reconciles all delinquent tax accounts on a monthly basis;

Prepares tax agreements, tax plan coupons and monthly delinquent reports;

Monitors all City accounts by maintaining ongoing contacts with the bank;

Develops policies and procedures to be used by other City departments for collection

purposes;

Ensures compliance with laws, rules and policies by periodically reviewing financial

records;

Reports sales tax revenue from the State to the City Comptroller and posts such

revenues to the general ledger;

Invests excess funds in repurchase agreements and certificates of deposit;

Insures that there are adequate funds available for claims, payroll checks, bond payments and any other related financial transaction;

Plans, coordinates and implements internal operating procedures;

Prepares and monitors the budget for the City Treasurer's division;

Attends meetings with the City Manager and City Council.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the State and Federal laws that govern enforcement of tax delinquency;

Good knowledge of the principles and practices of modern public fiscal administration accounting and fiscal management;

Good knowledge of the principles, practices and terminology of general and governmental accounting;

Good knowledge of office terminology, practices and procedures;

Working knowledge of bond markets;

Ability to prepare and analyze complex financial and statistical records, reports and financial statements;

Ability to prepare written reports and reports generated by computer spreadsheet software;

Ability to plan and direct the work of others;

Ability to communicate with personnel and other both orally and in writing;

Ability to establish and maintain effective working relationships with others;

Ability to organize and maintain accurate records;

Ability to perform close, detail work involving considerable visual effort and strain;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in accounting, business administration or public administration and two (2) years of accounting or auditing experience which involved the preparation of financial reports; or
- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in accounting or business administration and four (4) years experience as defined in (a); or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).