

City of Prairie View

Job Description

Job Title: City Treasurer

Exempt

Reports To: Mayor

Department: Administration

JOB SUMMARY

Under general supervision, the Treasurer is responsible for administering the City's cash and investment programs with the goal of protecting the City's funds.

DUTIES AND RESPONSIBILITIES

- Coordinates the activities of all City debt issuances, serves as liaison to the financial advisor and bond counsel, prepares an official statement which includes obtaining, calculating and verifying all information, and reviews the debt services payments for accuracy.
- Develops and manages the City's depository banking relationship, prepares requests for proposal for depository bank, evaluates proposals and serves as liaison to bank, monitors banking services agreement between City and depository bank. Monitors collateral requirements for City investments adjusting collateralization as required.
- Ensures records and supporting documentation are maintained in accordance with records retention requirements and made available for internal or external audit purposes.
- Ensures superiors are informed of financial issues concerning the City's finances.
- Performs related duties as directed when such duties are a logical and appropriate assignment to the position.
- Manages the City's revenue collection for multiple departments ensuring daily liquidity and proper cash position. Oversees cash management services including daily cash activities and recording of revenue for sales tax, franchise fee and hotel/motel tax.

- Recommends and develops policies and procedures for the City's cash, accounts receivable and debt management programs. Develops and maintains federal tax reporting information to ensure compliance with 1986 Tax Reform Act regulations.
- Participate in the annual audit and provide accounting information, schedules and other requested documentation and records related to cash, investment and debt activities.
- Regular and timely attendances are required for this position.
- Interacts professionally and respectfully with the public, coworkers and others in the course of daily work.

Required Skills, Knowledge, and Ability

- Communicating effectively both verbally and in writing
- Operating standard office equipment and utilizing standard computer software and some specialized accounting software.
- Knowledge of financial analysis techniques; municipal finance principles; budgetary and accounting procedures, policies, and practices.
- Knowledge of laws and regulations applicable to municipal finance and investments.
- Knowledge of handling, banking, cash management, debt issuance and property tax.

Education and/or Experience

High School Diploma or GED required, Bachelor's Degree in Finance, Accounting or a related field and at least 2 years of municipal accounting experience; or an equivalent combination of education, training and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the job. CPA certification is preferred.

Physical Environment

- The duties of this job include physical activities such as sitting, stooping, kneeling, standing, walking, lifting, reaching, fine dexterity skills, grasping, handling, talking, hearing/listening, seeing/observing, and repetitive motions.
- This job is performed in an office environment.

Work Environment

The work environment may include some or all of the following:

- Repetitive activities
- High volume work days
- Noise distractions
- Unpleasant social situations

Salary Base: \$36,200 annually