

CITY OF SIMI VALLEY

TREASURY OFFICER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, plans, directs and manages the activities and operations of the City's Treasury Services Program within the Administrative Services Department including management of the City's investment and cash management program and debt administration.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Manage the City's investment program including the monitoring and analyzing of financial market conditions, the development of an investment strategy, investment of funds, and cash management; conduct short and long-term cash flow analysis.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Prepare a variety of quarterly and monthly investment reports for the City Manager and/or City Council including the quarterly investment strategic report.
4. Perform debt administration duties; review and interpret bond related documents; record all financial transactions relative to bond issues including all complex accounting and analysis transactions; ensure bond compliance with applicable federal and state legislation and regulations.
5. Administer the City's accounts receivable program; direct pre-collection and collection activities.
6. Manage the maintenance, modification, operation, and implementation of assigned module(s) on the City's Enterprise Resource Planning (ERP) System; identify and resolve ongoing functional and technical issues; coordinate and test system modifications; recommend operational and procedural changes to the system as necessary.
7. Test complex system upgrades on a quarterly basis; analyze data to determine impact on assigned module(s).
8. Provide technical support to end users; respond to end user requests for information on system use; investigate, troubleshoot and resolve end users problems; develop, coordinate, and test system modifications to address user needs; maintain system and end user documentation and procedures; coordinate and conduct training sessions as necessary.
9. Perform complex accounting and financial reporting; prepare quarterly interest allocations.
10. Assist in the preparation of the City's Comprehensive Annual Financial Report including year-end processing; prepare and administer the City's Annual Statement of Investment Policy.
11. Prepare and/or update the City's Cost Allocation Plan.

12. Administer all City banking and trustee services; administer and direct various consultant service contracts; ensure compliance with applicable standards and specifications.
13. Prepare and submit for City Council action, the annual update to the Schedule of Service Charges.
14. Provide responsible staff assistance to the Director, Administrative Services; prepare and present staff reports and other necessary correspondence.
15. Monitor, develop, and implement measures to ensure compliance with various legislative, accounting, and financial reporting requirements including statutes pertaining to the investment of public funds, Governmental Accounting Standards Board pronouncements, Tax Reform Act of 1986, Securities and Exchange Commission Rules, and banking regulations.
16. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
17. Participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
18. Stay abreast of legislative and regulatory actions pertaining to cash management and debt administration.
19. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Theory, principles, practices, and policies of a treasury program.
Advanced principles and practices of financial and governmental accounting.
Principles and practices of banking, bond financing and investment strategy.
Principles and procedures of financial record keeping and reporting.
Methods and techniques of contract administration.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment.
An Enterprise Resource Planning (ERP) System.
ERP processing requirements and software configurations.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Manage the City's investment program and debt.
Perform responsible and complex treasury management activities.
Perform cash flow analysis.
Analyze economic data and financial market conditions and recommend and administer investment strategy.
Analyze problems/issues and recommend alternative solutions.
Prepare, analyze, evaluate and interpret financial statements and investment reports.
Perform complex accounting and financial reporting.

Perform research and analysis.
Operate office equipment including computers and supporting word processing, spreadsheet, database, and other specialized applications related to area of assignment.
Adapt to changing technologies and learn functionality of new equipment and systems.
Perform information services system troubleshooting as required.
Administer and direct various consultant service contracts.
Ensure compliance with applicable bond and investment laws.
Prepare clear and concise administrative, investment, and financial reports.
Supervise, direct, and coordinate the work of lower level staff.
Select, supervise, train, and evaluate staff.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting, public or business administration or a related field.

Experience:

Five years of increasingly responsible financial analysis or accounting experience.
Experience working with an Enterprise Resource Planning (ERP) System is highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions 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 disabilities to perform the essential job functions.

Environment: Standard office setting; exposure to computer screens.

Physical: Sufficient physical ability to work in an office setting; sit for prolonged periods of time; and operate office equipment including extensive use of a computer keyboard.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.