



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: CITY TREASURER

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4045

PAY RANGE CODE: 28 AEC

REVISION DATE: 10/27/16

NATURE OF WORK:

This is professional advanced administrative and supervisory accounting work in the Revenue Division of the Finance Department. The work involves managing the City's investment portfolio; analyzing, forecasting, formulating, and administering all City revenue sources for preparation of the annual City budget and quarterly financial statements; the continuous monitoring and internal control of revenues billed and received; reviewing incoming and outgoing municipal funds; and oversight of the Internal Audit function in the Finance Department. An employee in this classification exercises considerable independence in the performance of duties, which include supervision of a number of professional and clerical subordinates, and receives general guidance from a superior.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Manages and supervises the operations of the Revenue Division of the Finance Department, including selecting, hiring, and evaluating subordinate personnel and ensuring that accounting principles, state statutes, and city ordinances and regulations are observed.

Supervises and performs year-end functions of opening, closing, and adjusting revenue accounts in preparation of the annual audit performed by independent external auditors.

Compiles and prepares analytical monthly, quarterly, and/or annual financial reports regarding the City's revenues and investments for the Mayor, City Council, and Finance Director.

Supervises the receipt of all revenues from businesses, individuals, county, state, and federal sources and ensures that the revenues are recorded and reflected in the accounting system. Ensures that all revenues are properly accrued, recorded and distributed among a number of designated funds.

Manages the collection of sales tax and the monthly remittance to the State of Nebraska.

Designs and manages an effective cash management and investment policy for the City.

Prepares the quarterly reports for the Investment Committee meetings and makes recommendations for policy changes.

Oversees and manages the City's financial needs by monitoring cash levels and preparing cash flow projections. Invests available idle funds in appropriate investment securities to ensure that sufficient funds are available to meet obligations.

Oversees the cashiering duties of the Division including registering receipt of all money, validating monies received by various City departments, and balancing daily cash receipts.

Supervises the collection and receipt of all outstanding receivables of the City. Coordinates with departments, sends demand letters, and works with collection companies to collect monies due.

Oversees and manages the billing and collection of all current and delinquent invoices, licenses and permits, occupation taxes, and other revenue collections due to the City.

Manages the bank accounts that the City maintains at various banks, ensuring that Federal Deposit Insurance Corporation (FDIC) rules and the City's investment policy are followed.

Manages the banking contract with the City's bank including implementation of new banking contracts, primary bank changes, and banking software updates. Serves as the primary contact for all banking activities.

Oversees the internal audit process and manages the development of an annual internal audit plan, identifying areas of potential internal control and exposure and areas for improving operational efficiency. Coordinates with staff by identifying critical control issues and recommending corrective action. Works with the audit staff to schedule and perform audits relating to revenue, expenditures, payroll, contract compliance, etc. as needed or as requested by the Finance Director.

Prepares requests for proposals (RFPs), oversees the bid process, and administers contracts for the following, but not limited to: banking, online payments, investments, credit card transactions, and collections; transportation of documents of value and collections from offsite locations; contract for medic unit billing and collection; false alarm registration, billing, and collection; delinquent account collection; and contracts for Keno operations and the payment to all entities receiving Keno funds from the City.

Reconciles the City's pooled fund general bank account and its outstanding checks daily.

Conducts surveys of other city governments and selected commercial entities to discover possible means to generate additional revenue and recommends and provides the administration with lists of other possible revenue producing sources.

Ensures that all property tax revenues are properly accrued, recorded, and distributed among a number of designated funds.

Monitors monies paid to the City from all revenue sources to make future projections.

Prepares the revenue projection schedule for each year's budget with input from department directors and division managers.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental GAAP and the ability to apply and adapt established accounting methods to varied and complex accounting problems.

Knowledge of the theory and practices of governmental accounting, investments, and sound financial management.

Knowledge of general laws and administrative policies governing municipal financial practices and procedures.

Knowledge of federal, state, and local laws, statutes, and regulations pertaining to the auditing and accounting requirement for local governments as well as principles and practices governing public investment and cash management.

Knowledge of modern accounting and office procedure including enterprise resource planning (ERP) software and advanced accounting system software. Knowledge of web payment applications.

Knowledge of city department practices, procedures, and financial history.

Knowledge of principles and practices of public investment and cash management.

Knowledge of state and local laws governing public investment and cash management.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to manage, coordinate, and evaluate the work of others.

Ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms, and records.

Ability to analyze complex accounting and other fiscal issues, recommend resolutions, and compile reports based on the analyses.

Ability to communicate with others, both orally and in writing, using both technical and non-technical language.

Ability to hire, train, assign, supervise, and evaluate the work of subordinate personnel.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to understand oral or written instructions.

Ability to adhere to safety policies, guidelines and procedures.

Ability to sit for 76 to 100% of the time; to stand, walk, or type from 26 to 50% of the time; and to bend, stoop, squat, kneel, or lift from 0 to 25% of the time.

Ability to use up to ten (10) pounds of force to move objects from 0 to 33% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree in Accounting, Finance, Public Administration, or Business Administration

AND

Six (6) years of experience in governmental accounting, three (3) years of which must have been in a supervisory capacity.

OR

An equivalent combination of education and experience.

SPECIAL REQUIREMENTS

Attainment of professional certification preferred, such as Certified Public Accountant (CPA), Certified Government Financial Manager (CGFM), or Certified Public Finance Officer (CPFO).

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is primarily performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Telephone
ERP Software and general office software

Calculator
Facsimile Machine

Copier
Printer

Previous Revision Date(s): 10/13/98
6/18/09
8/26/11
10/31/12
3/12/15