

CITY OF ARCADIA
FINANCIAL SERVICES MANAGER/TREASURER

DEFINITION

Under administrative direction, to direct, manage, supervise, and coordinate the Administrative Service Department's accounting, investments, and cashiering programs and activities; to serve as the City Treasurer; to properly invest all City funds; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Administrative Services Director.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume management responsibility for treasury, cashiering, investments, and accounting services and activities.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs including treasury, cashiering, investments, and accounting; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Administrative Services Director; direct the implementation of improvements.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate, and review the work plan for treasury, cashiering, investments, and accounting; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Manage and participate in the development and administration of the capital and annual budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Serve as a liaison for the Administrative Services Department with other City departments, divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Administrative Services Director; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Administrative Services programs, policies, and procedures as appropriate.

Supervise and oversee the custody of all public funds belonging to or under the control of the City.

Oversee the investment of all City funds and the maintenance of investment records.

Supervise and direct the work of the central cashier office in receiving, depositing, and disbursing of all monies.

Supervise the recording of all receipts, disbursements and special assessments, and financial record maintenance.

Review and recommend improvements to accounting, budgeting, payroll reporting, investing and auditing procedures; implement new procedures.

Supervise the keeping of accurate records of all Bond Act transactions and documents.

Supervise and participate in the preparation of various financial statements and reports required of the water utility, redevelopment agency, and State and Federal grant programs.

Supervise the maintenance of fixed asset records for all City equipment, land and buildings, and the fleet management system.

Respond to requests for information and advise other departments, governmental agencies, and the public of City financial and accounting policies.

Represent the Administrative Services Department in Home Occupation Hearings.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of accounting and investments. Respond to and resolve difficult and sensitive inquiries and complaints.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a treasury, cashiering, investments, and accounting program.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Principles and methods of modern accounting and auditing.

Principles and practices of financial administration including budgeting and reporting.

Principles and practices of program analysis, revenue forecasting, and investing.

Modern and complex principles and practices of program development and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations pertaining to public finance, investment, and accounting.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for the Administrative Services Department.

Recommend and implement goals, objectives, and practices for providing effective and efficient investment and accounting services.

Manage, direct, and coordinate the work of management, supervisory, professional, technical, and clerical personnel.

Select, supervise, train, and evaluate staff.

Identify and respond to community and Administrative Services issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions,

and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Analyze and compile complex technical and statistical data.

Perform complex financial, investment and accounting work.

Prepare and administer budgets.

Prepare clear, concise, and comprehensive administrative and financial reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Six years of responsible investment and accounting experience including four years of management and supervisory experience.

Training:

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

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: January, 1999