

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: City Treasurer
DEPARTMENT: Finance and Administrative Services
REPORTS TO: City Manager

SALARY GRADE: 26
FLSA STATUS: E
DATE: 08/2019

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

This position is responsible for the safekeeping of the City's financial assets. In addition, this position evaluates the financial performance, projects revenue and expenditure trends, and is a key member of the budget preparation team that establishes a financial plan, which is presented to the City Council for approval.

ESSENTIAL JOB FUNCTIONS:

The position of City Treasurer was established by the City of Greenbelt Charter Section 46 and reports to the City Manager. The City Treasurer is the head of the Department of Finance and is responsible for the administration of the financial affairs of the City. The Department of Finance is responsible for business and financial planning which includes budget development, debt management, accounting, revenue collection, vendor payments and payroll.

General

Plans and implements short and medium range goals, objectives, and strategies for the department, projects, and programs to ensure efficient organization and completion of work. Plans long-range goals, objectives, organizational structure, and overall direction for the department.

Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws, including: interviewing, hiring and training staff; planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; coordinating, developing and approving staff training; approving leave requests; and addressing complaints and resolving problems.

Coordinate preparation of the City's annual budget for submittal to the City Manager.

Responsible for the security of City Funds

Provide revenue and expenditure estimates for the current and subsequent fiscal year.

Coordinate preparation of the City's Comprehensive Annual Financial Report.

Manage the City's investment accounts within the legal restrictions governing such investments.

Coordinate review and implementation of insurance.

IMPORTANT JOB FUNCTIONS:

Works with departmental and Finance staff to prepare the Proposed Budget for City Manager review.

Prepares interim financial reports to provide ongoing analysis to the City Council and City Manager throughout the fiscal year.

Monitor financial health and long-term sustainability of the City and report to the City Manager, propose change if necessary.

Reviews and edits as necessary audit and ad hoc financial schedules prepared by the Finance Department staff.

Prepares the management discussion and analysis and transmittal letter for the Comprehensive Annual Financial Report (CAFR) that is submitted to the Government Financial Officers Association (GFOA).

Provide assistance to other department heads by furnishing fiscal information, reviewing budget submittals, and by verifying the completeness and accuracy of the information.

Review proposed expenditures to determine if they are consistent with and within budget appropriations and recommend

transfers of appropriations when necessary.

Exercise signatory authority for payroll, purchases and other authorized disbursement of funds.

Interpret the City's personnel regulations.

Provide special budget studies and analysis as needed

Provide assistant in emergency preparedness planning and response.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree and additional credit hours for a total of 150 credit hours from an accredited college or university in Accounting, Finance, Business Administration, or a related field; and,

10 or more years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Certified Public Accountant is desirable. A Master's Degree or equivalent in Accounting, Finance, Business Administration, or a related field will be considered in lieu of a CPA License.

Experience in local government finance preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Budget development policies and procedures including the ability to forecast future costs (and explain rationale), e.g. personnel, utilities, motor vehicle fuel and other commodities necessary to provide services to the Greenbelt community.

Computerized municipal accounting and auditing systems.

Generally Accepted Accounting Principles (GAAP), policies and processes as related to governmental accounting standards and operations.

Principles, theories and practices of municipal accounting (including cost and fund accounting), auditing and financial management.

Administration of staff and activities, either directly or through subordinate supervision.

All applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Ability to apply local, state and federal laws and city ordinances to accounting and personnel issues that may arise.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Preparing complex, concise, accurate financial reports and the ability to explain results and offer strategies for offsetting revenue shortfalls and unfavorable expenditures variances.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Communicating orally and in writing with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Mental and Physical Abilities:

Ability to read and interpret documents such as financial and economic reports, procurement materials, proposed policy, procedure and personnel manuals, contracts and similar.

Ability to analyze data and provide accurate forecasts.

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the general public.

While performing the essential functions of this job the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; speak and hear; read and write; keyboard; push, pull and/or lift up to 10 pounds; lift and/or move up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.