

CITY TREASURER

NATURE OF WORK

This is highly responsible administrative and professional work supervising and participating in the work of the City Treasurer's Division.

Work involves responsibility for the custody of all City funds and bank collateral; supervising and maintaining current records of City bank accounts and the receipt of collections from City departments; and establishing of effective procedures for protecting the City in the custody of its funds. Work is performed with considerable independence in accordance with established departmental procedures and as required by state laws and city ordinances. Work is reviewed primarily through periodic audits, the review of reports prepared, internal accounting checks and discussions with the Finance Director. Supervision is exercised over subordinate professional, administrative and clerical employees.

EXAMPLES OF WORK PERFORMED

Establishes, directs and administers the policies, rules and operations of the City Treasurer's office.

Supervises and accounts for the receipt of City monies from the various revenue sources; supervises or participates in the distribution of receipts to proper funds, the preparation of daily cash reports, and the maintenance of records relating to bank deposits and withdrawals.

Studies and recommends sums to invest and supervises the investment of City funds; maintains records of investments.

Receives and adjusts complaints involving functions and policies of the City Treasurer's Division; prepares correspondence and the necessary administrative details incidental to the activities of the Division.

Prepares budget estimates for the City Treasurer's Division and administers expenditures.

Maintains internal control over receipt and deposit of all City money and over redeeming all warrants drawn on the City treasury.

Serves in an ex-officio capacity as Treasurer to the City of Lincoln Airport Authority.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of state laws and city ordinances governing operations of the City Treasurer's Division.

Thorough knowledge of municipal taxation and financial methods and procedures.

Thorough knowledge of banking practices and methods involved in the receipt, investment, custody and disbursement of money and in keeping bank cash and related fiscal records.

Thorough knowledge of accounting principles and practices, and of the basic principles of municipal finance.

Considerable knowledge of the principles and practices of public administration and accounting procedures.

Ability to properly interpret and make decisions in accordance with laws, regulations and policies.

Ability to plan, assign, supervise and coordinate the work of a staff of professional, technical and clerical personnel.

Ability to establish and maintain effective working relationships with municipal officials, bank officials, co-workers and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in public or business administration, accounting or related field and considerable progressively responsible experience in municipal finance, banking operations or investments, plus experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in public or business administration, accounting, or related field and progressively responsible experience in municipal finance, banking operations or investments plus some experience in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

Personnel Director

7/74
Revised 3/96

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