

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Treasury Supervisor		
<b>Job Code:</b>	PR2691	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	611	<b>Date Reviewed:</b>	06/23/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Supervises and coordinates fiscal billing and collection activities, operations and staff; manages cash requirements and City's investment portfolio; maintains cash management services; and ensures accurate collateral levels.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Manages the City's revenue collection for multiple departments; ensures daily liquidity and proper cash position; and oversees cash management services, including bank accounts, banking products, account analysis, check signing requirements and armored car services.
3. Manages the City's investment portfolio and Securities Lending Program. Analyzes, executes and monitors daily investment options and cash management investments; and reviews collateral requirements.
4. Executes fund transfers through banking system; supervises vault operations; and prepares cash flow projections and makes updates to those projections throughout the year. Performs cash controls for large accounts receivable systems.
5. Coordinates City's banking relationships with local financial institutions; reconciles credit card revenue for all departments; and ensures cash handling activities are completed following best practice methods.
6. Designs, implements and monitors billing and collection systems. Assists in researching and analyzing current and delinquent revenue trends.
7. Participates in periodic reviews with various internal and external investment groups and teams.
8. Provides support for Treasury related audits; and ensures requests are researched and audit teams are provided with required information and responses.

9. Provides expertise in regards to banking and associated services specific to the preparation and review of Request for Proposals.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

### Knowledge of:

- General Municipal debt, City's debt data-storage system and current debt issues.
- Mayor and Council Communications process and system.
- City and departmental procedures, policies, practices and processes.
- Principles and practices of budget preparation, ad valorem tax law, city collection procedures, municipal accounting and finance, records management, investment securities and financial money markets.
- Methods of financial and economic analysis and forecasting.
- Principles of supervision, training and performance evaluation.
- Research and analysis methods.
- Pertinent Federal, State and local laws, codes and regulations governing municipal funds and investments.
- Skill in:
  - Computers and applicable software.
  - Organization and time management.
  - Project management.
- Ability to:
  - Communicate clearly and effectively, both orally and in writing.
  - Analyze problems, identify alternative solutions and project consequences of proposed actions.
  - Interpret, apply and implement departmental policies and procedures.
  - Supervise, direct and coordinate the work of subordinate co-workers.
  - Recommend and implement goals and objectives for providing effective treasury services.
  - Interpret and explain City fiscal policies and procedures.
  - Present information to the city Administration, City Council, and citizens, via informal reports, Mayor and Council Communications or presentations.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in accounting, economics, public administration, business administration, human resources or related field and four years of experience in tax assessment/collection,

managing cash and/or debt, and related financial tasks, with at least one year of administrative experience and/or lead supervisory experience.

### **OTHER REQUIREMENTS**

None.

### **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

### **PHYSICAL DEMANDS**

*The physical demands described here 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 functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.